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ABSTRACT

California's 107 community colleges offer more than 300 different career and vocational education programs and enroll approximately 1.5 million students annually. Each college employs experienced career counselors and maintains an extensive battery of career assessment tools and materials. Developed to assist California employers in meeting their career counseling and job training/retraining needs, this guide details career counseling options and provides a comprehensive directory of services available from every community college in the state. The guide is organized into two major sections. The first section, "Using the Career Counseling Services," explains how to use the guide and how to arrange statewide contracts for services; provides an overview of community colleges; underscores the importance of career counseling, outlining its processes and goals; reviews the career counseling and guidance services available (i.e., personal counseling, employee assessment, vocational planning, job seeking skills development, information on labor market trends, job development/job placement, and small business development); and presents a series of questions designed to help employers evaluate services offered. This section concludes with brief case studies describing how three employers have used specific services at community colleges. The second section, "College Profiles," contains a directory of career counseling services available at each community college in California, offering information on contact people, facilities, staff, specific services, eligibility, assessment materials, and related services. A state and Los Angeles area map providing the location of each community college is included. (JSP)

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THE EMPLOYER'S GUIDE TO CAREER COUNSELING SERVICES OF THE CALIFORNIA COMMUNITY COLLEGES

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THE EMPLOYER'S GUIDE TO CAREER COUNSELING SERVICES OF THE CALIFORNIA COMMUNITY COLLEGES

May, 1992

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MESSAGE FROM THE CHANCELLOR

This guide sends an important message to employers: California's community colleges want to work with you. We have the capabilities to meet a major share of your human resource challenges, such as career counseling and job training needs, including those demanding highly specialized or custom-tailored programs. We have the flexibility to offer many different kinds of working relationships. And we have the desire to help you equip your workforce for the jobs you need done today--and tomorrow.

Even if you take only a quick glance at the pages that follow, I think you will be surprised by just how much community colleges have to offer. This guide is a tool to help you take advantage of our many and varied resources. I hope you will use it to call on us.

David Mertes

David Mertes
Chancellor
California Community Colleges

ACKNOWLEDGEMENTS

The Employer's Guide to Career Counseling Services of the California Community Colleges was developed by Health & Education Communication Consultants, Redwood City, CA. The comprehensive discussion of career counseling options and the complete list of services available from each community college reflects the knowledge and persistence that Writer/Researcher Kristin Cavendish brought to the challenge of developing this handbook.

The development efforts were greatly enhanced by the contributions of the project's advisory panel, who brought experience and insights from their individual experience in community college career counseling, contract education and business and industry. The following individuals contributed to the development of the *Employer's Guide* in their role as project advisors:

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Joan Leonard, Executive Director of the California Community Colleges Economic Development Network (ED>Net), provided enthusiasm and flexibility in supporting the dissemination of the handbook. ED>Net's Director of Information Systems Mike Snowden and Director of Marketing Ron Kelsey also provided helpful advice and guidance in the addition of career counseling information to the range of services offered to California employers through their network.

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WHY A GUIDE?

Marcella Montes had just learned that the bank where she had worked for 15 years as a supervisor was merging with a larger bank based on the east coast. About a third of the supervisor positions were being phased out. Marcella not only liked her job and was good at it, she also had a family to support. Her options were to try to move into another kind of work at the bank or start job hunting. Marcella felt distressed and confused.

Donald Hunt had come up through the ranks rapidly in the computer industry, but suddenly his company was forced to reduce their workforce significantly. Don loved developing software, but knew that the job market was tough. He wondered if he could use his skills in another field, but didn't know where to begin.

Fortunately, both Marcella and Donald received help from their employers to guide them through this stressful time of change.

Traditionally, employers have helped displaced workers through in-house career counseling and/or job placement, or by hiring outplacement counselors. However, there is another resource that employers often overlook. ***That resource is the California community college system.***

Today, the community colleges are a primary source of retraining in California. Together, they offer more than 300 different types of career and vocational eduction programs, and enroll approximately 1.5 million students annually. Many employers already utilize these training services through the colleges' contract education programs, which deliver training to employers on-site as well as on campus.

Every community college employs experienced career counselors and maintains an extensive battery of career assessment tools and materials. Marcella's and Donald's employers arranged for them to meet with counselors from their local community college to talk through the stress of job transition. At the same time, they were given career assessment inventories and were helped to match their skills with other kinds of job configurations they hadn't known about.

Unfortunately, many employees in California do not have the opportunity to benefit from career counseling the way Marcella and Donald did, because their employers did not know about this valuable service. This *Guide* will introduce you, the employer, to the career counseling services at California's community colleges so that you can better utilize this rich resource to help your employees.

USING THE CAREER COUNSELING SERVICES OF THE CALIFORNIA COMMUNITY COLLEGES

HOW TO USE THIS GUIDE

The Employer's Guide to Career Counseling Services of the California Community Colleges is organized into two major sections:

- **Using the Career Counseling Services** section describes what career counseling is and the range of services offered by California community colleges. It also provides some guidelines for you, the employer, to use when searching for and evaluating career counseling services at the community colleges. Finally, this section contains some case studies that describe how some employers have utilized the career counseling services of the colleges.

- **College Profiles** give the details on the career counseling services at each community college. These details include information on the career counseling facilities, staff, assessment tools and related services of the college. To assist you in identifying the community colleges in your area, there is a map on page 17.

To use this *Guide* effectively, follow the steps shown below:

1. ***Decide where your employees in need of career counseling are located.***

For many employers, that's right where their headquarters are located. But for employers with employees dispersed across the state, the services of more than one community college may be needed. In that case, ED>Net can help; see page 6 for how to arrange the services of multiple colleges with a single phone call.

2. ***Identify the colleges that can serve your employees.***

Use the map on page 17 to find out the names of the colleges nearest your facilities that may have career counseling services for your employees.

3. ***Review the appropriate College Profiles.***

Read through the list of services and capabilities for each college in your area. Take notes so that you can be prepared to explore services in greater depth with a college representative.

4. ***List questions you'll want to ask.***

See "Questions to Ask..." on page 12 for some suggestions on questions that will help you be an intelligent consumer of community college career counseling services.

5. ***Contact your local community college (or ED>Net).***

Call the contact person listed on the College Profile and ask for a personal or telephone appointment. If you are a statewide employer looking for services to meet the needs of employees across California, call ED>Net.

6. ***Explore the possibilities.***

Describe the career counseling needs of your employees to the local college representative. Find out what services the college can provide and how flexible they can be to design a program to meet your needs. If you're not happy with the results, contact another community college nearby to explore what else may be available.

7. ***Evaluate your options.***

Compare the services available through the community colleges with what you could obtain in other ways. Decide which option makes the best sense for your company and its unique situation.

HOW TO ARRANGE STATEWIDE CONTRACTS FOR SERVICES

If you are an employer who would like to provide services to different branches throughout the state, one phone call to the California Community Colleges Economic Development Network (ED>Net) will take care of everything. ED>Net can arrange services and coordinate resources from all of the 107 California colleges to fit any business needs.

ED>Net maintains an elaborate database system and electronic bulletin board that contains up-to-date profiles on individual colleges and identifies the economic development programs, training, equipment, and technical assistance available to you, as an employer.

To arrange for services, or simply to learn more about what ED>Net and the community colleges can do for your business, call **(800) 344-3812**.

WHAT YOU SHOULD KNOW ABOUT THE COMMUNITY COLLEGES

California's community colleges are no newcomers to meeting the needs of business and industry. Vocational education is one of the primary missions of the colleges. In providing vocational education, the colleges have become more flexible and entrepreneurial in their relationships with employers. And, since employers like you have already "invested" in the colleges through your tax dollars, it makes sense to get a return on investment that can help your business meet its human resource needs.

Among the facts you should know about the community colleges:

- California's 107 community colleges are the largest post-secondary educational system in the world, serving 1.5 million students annually.
- Out of 78,000 courses offered statewide in an average year, more than 32,000 are in occupational education. The colleges spend more than $600 million a year on vocational education services and programs.
- At most community colleges, the average age of students is typically 28 to 31.
- Outside the workplace, community colleges are the primary source of retraining in the state.
- Nearly every community college in the state has had experience developing customized training courses for employers.
- According to a survey prepared for the California Legislature, among employers who contracted with community colleges for vocational education, 98% were so satisfied they said they would work with the colleges again.
- Many colleges have a special office whose sole purpose is to coordinate the college's interaction with local employers.
- Many colleges have already developed innovative partnerships with employers, such as customized training and development of new curricula.
- Community colleges can provide existing on-campus services to employees or develop customized services that can be delivered directly to your worksite.

WHY CAREER COUNSELING?

Change is stressful. As a matter of fact, abrupt change of job/career is typically listed as one of the more stress-inducing events that will occur in a person's life. Career counseling is specifically designed to minimize the stress of job/career change by providing clients (employees) with the knowledge that will assist them in making appropriate vocational, academic and life planning decisions to better prepare them for the competitive world of work. Career counselors can also help the employee develop effective coping strategies to deal with feelings of confusion, doubt and low self-esteem that might accompany job change.

As the employee is eased through the transition of job/career change, the ***business*** is also helped in a number of ways:

- Individuals within the company will be better equipped to adapt to necessitated job/career changes, thus the organization as a whole is more likely to make a smooth transition.

- Human resource managers can turn their attention to other pressing concerns.

- Employees applying for different jobs *within* the company will be able to better identify the position(s) to which they are best suited and most qualified, thus making most efficient use of interviewer and interviewee time.

- Internally-transferring employees who design a good match between themselves and the new job will be more productive at work and happier with their choice.

- Businesses that have provided career counseling to displaced employees in the past have found that staff in general, both those who remain and those who are seeking employment elsewhere, typically feel more positive about a company that provides assistance to its employees.

THE CAREER COUNSELING PROCESS

One main goal of career counseling is to provide the vocationally confused client with appropriate "tools" to assist him or her in making clear, informed career decisions that will ultimately bring maximum career satisfaction in the chosen field.

The tools the client uses are self-examination of personal career interests, strengths and expectations, updated information regarding occupational options, and knowledge regarding preparation required for entry into selected fields.

Self-Assessment--------->	**Tentative Decision -------->**	**Job Exploration -------->**	**Career Decision**
(interests, personality, work values, skills, abilities)	Follow "hunches" regarding clusters of occupations, for example, *Sales* or *Helping Professions*	Investigate specific jobs that fall into the identified occupation cluster	

The techniques for counseling vary, but generally the client moves systematically from a state of being baffled and unaware to a state of making clear vocational decisions. The role of the counselor is to facilitate this process by providing the client with guidance, resource information, and feedback along the way. This can be done in individual counseling sessions, small group meetings, or through classroom guidance and instruction.

CAREER GUIDANCE AND COUNSELING SERVICES

An employer who contracts for career guidance and counseling services from any of the California community colleges can expect a wide range of services to be available, depending on which campus is selected. Most colleges offer one or more of the following services:

Personal Counseling:

The employee works with the counselor to address personal issues related to the stress of job change or job loss.

Assessment:

The employee takes a series of assessment inventories designed to help him or her better understand personal factors that may affect career satisfaction. Self-assessments are often the foundation of career counseling efforts, and are based on the premise that a client will be most satisfied with a job or career whose requirements best match the client's individual interests, skills and personality traits. Popular assessments include (but are not limited to):

The Strong Interest Inventory which suggests occupations related to interests the client identifies on a lengthy survey. Counselor assistance is usually necessary for survey interpretation.

The Self-Directed Search is a shorter interest inventory that can be scored and interpreted by the client him/herself.

The *Career Ability Placement Survey (CAPS)* consists of eight five-minute ability tests in a variety of skill areas.

Career Occupational Preference System (COPS) compares identified interests with those of others at the client's present educational level as well as with 14 major occupational groupings. *COPS Career Briefs* are an additional set of cards that give detailed information on a variety of occupations.

The *Myers-Briggs Type Indicator (MBTI)* is a widely used measure of personality dispositions and preferences. *Please Understand Me* is a computer program based on the MBTI personality variables. Both suggest occupations that might best match particular personality types.

The *Career Orientation Placement and Evaluation Survey (COPES)* helps an individual define individual values related to work.

EUREKA is a computerized information system that makes data available on over 400 occupations. If the user inquires about a specific job, EUREKA can provide a printout that lists job duties, responsibilities, skills needed, earnings and future outlook in California. It also provides a comprehensive list of schools offering the educational major needed for the desired occupation.

SIGI (System of Interactive Guidance and Information) is a computerized guidance system in which the user provides information regarding his or her skills, interests and values relating to work. SIGI then matches those answers with its job data bank to provide a list of occupations that best match the user's profile.

Vocational planning:

After careful examination of individual characteristics and job options, the employee works with the counselor to set vocational goals and outline steps needed to attain those goals.

Job seeking skills:

With goals in place, the employee works with the counselor to create a resume that accurately reflects individual history, strengths and expectations. The employee also polishes interview skills, and gathers information on appropriate dress, manner, and responses during formal job interviews.

Information on trends in the labor market:

The employee examines job choices in the context of the current marketplace focusing on such factors as expected job growth, salaries, and regional availability of employment.

Job development/job placement:

The employee works with the counselor to identify prospective employers. The college placement staff often serves as a liaison between prospective employers and applicants by arranging interviews on campus and providing lists of qualified applicants to local businesses.

Small business development:

The employee selects the option of starting his or her own business as a possible career move. The counselor directs the employee to resource materials in small business development which can include information regarding start-up procedures, choosing a business name and logo, records and bookkeeping, taxes, etc..

GOOD QUESTIONS TO ASK THE COMMUNITY COLLEGE IF YOU ARE AN EMPLOYER

1. What career counseling services are offered through your college?

2. What is the cost for services?

3. How much time will it take to set up career counseling services for my employees? (What is the lead time?)

4. How much input will my company have regarding the procedures?

5. Can services be provided to employees at my worksite, or only on the college campus?

6. How many employees can be handled at one time? Is there a minimum number of employees that must be included?

7. During what hours of the day can services be provided?

8. Has the career staff done work with businesses before? If yes, any corporate references?

9. What is the training/educational background of the career counselors that will be working with my employees? What do they know about business and industry?

10. What additional campus resources are available for employees during the contract period? Can they use the facilities on their own time, if they choose?

11. Is there any evaluation or follow-up done after services are provided?

CAREER COUNSELING CASE STUDIES

Many California businesses have found the community college an invaluable resource for providing career services to their employees. Career services are often tailored to meet an employer's specific needs, such as in the following examples:

Business: **Hewlett Packard Corporation**

What?: In 1987, Hewlett Packard employees were offered the chance to take a course in *Career Development and Skills Assessment* after regular business hours at their worksite. The course was taught by a counselor from nearby ***Foothill College***, and was designed to help any employee that signed up "explore career choices by identifying strengths, skills, values, interests and preferred life-styles."

Why? So that employees could correctly identify the type of work within the company they might like to move into or apply for before they actually pursued it.

How?: During four three-hour sessions, the career counselor came to the Palo Alto campus of Hewlett Packard and guided employees through self-assessments and other career materials. The assessments used included the Myers-Briggs Type Indicator and EUREKA. Other topic areas included goal setting, decision-making, and practical job hunt skills such as resume writing and interview techniques. One homework assignment was to actually interview for a position within the company that the employee might like to have.

Results: The instructor received lots of positive feedback from participants. Even employees who were initially discouraged by job displacement reported feeling more positively about the company for providing them with the chance to take the course. The course was so popular that it remains in place today, still attracting between 20 and 25 employees each time it is offered.

Business: **City of Thousand Oaks**

What?: In April, 1985, ***Moorpark College*** counseling staff presented a series of workshops designed to train managers employed by the City of Thousand Oaks to become "career coaches" to the employees who reported to them.

Why?: So managers would be better equipped to assist the employees they supervised up the career ladder.

How?: During a series of three workshops lasting three and a half hours each, career counselors led exercises and discussions covering such topics as: the supervisor as a career coach; career stages/life stages; coaching skills (discussion and video); career coaching techniques; and career goal setting techniques.

Results: In the post-workshop evaluations, participants reported the training as being useful to their role as managers, and expressed enthusiasm about their abilities to be "career coaches" to other employees.

Business: **Los Robles Hospital**

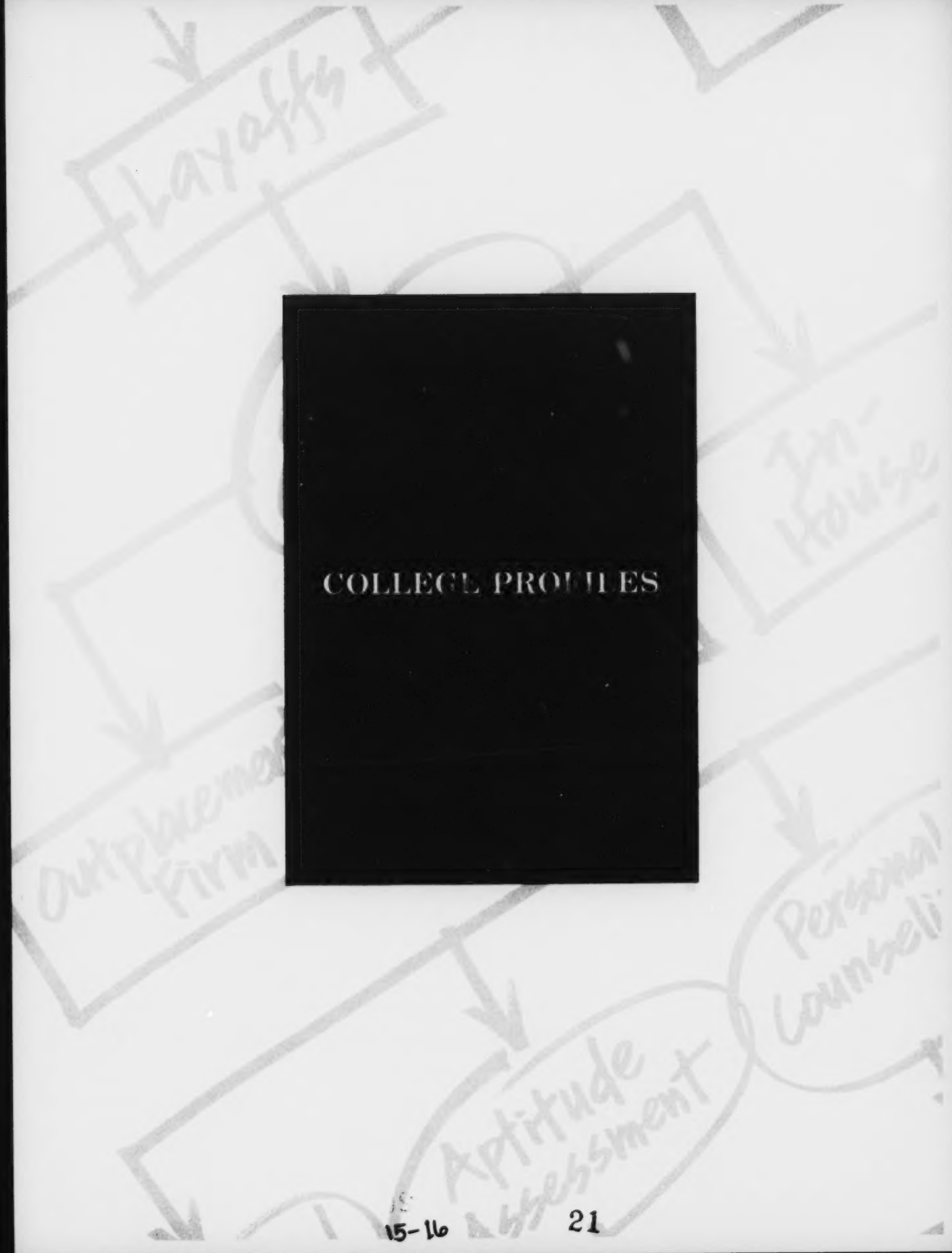
What?: In 1986, Los Robles Hospital in Thousand Oaks underwent a series of work-place changes that included a significant reduction in and reorganization of the workforce. This led to tension among some of the retained employees, many of whom felt overworked under the new system. The company contracted with nearby ***Moorpark College*** to offer a series of Career Management Workshops to help employees identify working situations within the company that would suit their individual needs.

Why? To assist employees in identifying career or workplace changes that could lead to increased job satisfaction.

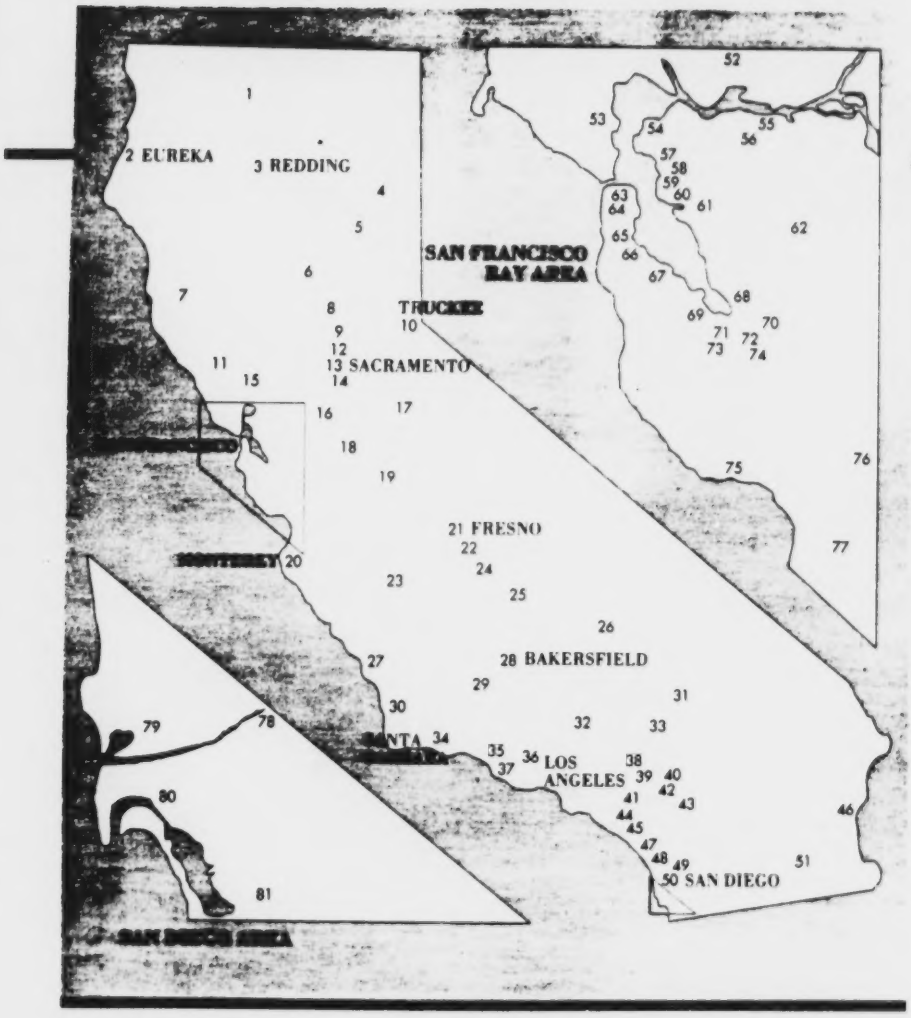
How?: The counselors used assessments which included the California Occupational Preferences Survey (COPS), a values card sort, a skills card sort and a four page list of goals to be prioritized. In small groups, participants were encouraged to identify five goals that integrated interests, values, and skills. During a half-hour individual follow-up, counselors helped each employee clarify one or two top priorities.

Results: Employees were able to identify personal workplace needs and wants and examine ways of meeting them. For example, one medical transcriber enjoyed the type of work she did, but needed to work in a department that allowed her more variety and physical movement. She also needed to see some completion to her work. Prior to the workshops, she had been working in a one-room office where productivity was measured by volume and there was a never-ending pile of work. By the end of the counseling sessions, she had found a department within the same hospital that allowed her to complete individual doctor's reports and distribute her completed work for instant feedback.

Another employee whose job provided little interaction with others discovered that by volunteering in the community she could fulfill her need to have more contact with people without changing her job.

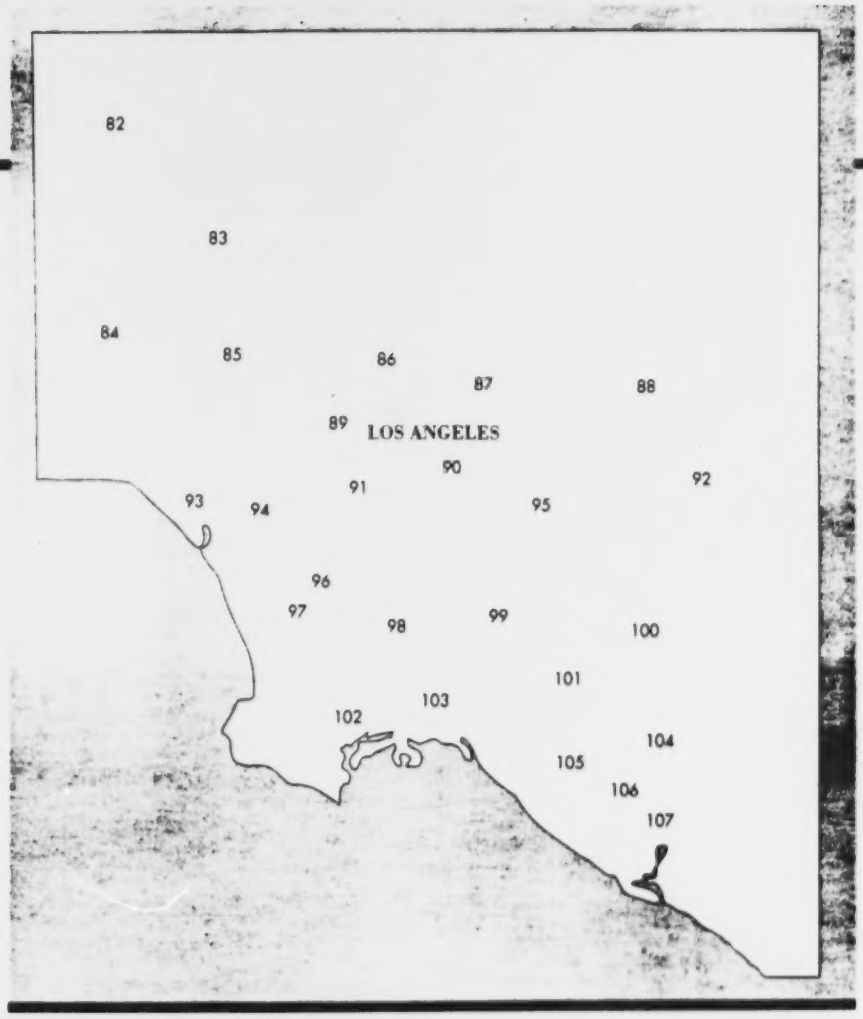


COLLEGE PROFILES



California Community Colleges

1 * Siskiyous, College of the (916) 938-4461
2 * Redwoods, College of the (707) 445-6700
3 * Shasta College (916) 225-4600
4 * Lassen College (916) 257-6181
5 Feather River College (FeatherRiver) (916) 283-0202
6 * Butte College (916) 895-2484
7 * Mendocino College (707) 468-3100
8 * Yuba College (916) 741-6700
9 * Sierra College (916) 624-3333
10 * Lake Tahoe Community College (916) 541-4660
11 Santa Rosa Junior College (Sonoma County) (707) 527-4431
12 American River College (Los Rios) (916) 484-8011
13 Sacramento City College (Los Rios) (916) 449-7441
14 Cosumnes River College (Los Rios) (916) 686-7453
15 * Napa Valley College (707) 253-3095
16 * San Joaquin Delta College (209) 474-5151
17 Columbia College (Yosemite) (209) 533-5100
18 Modesto Junior College (Yosemite) (209) 575-6498
19 * Merced College (209) 384-6000
20 * Monterey Peninsula College (408) 646-4010
21 Fresno City College (State Center) (209) 442-4600
22 Kings River Community College (State Center) (209) 638-3641
23 * West Hills College (209) 935-0801
24 * Sequoias, College of the (209) 733-2050
25 Porterville College (Kern) (209) 781-3130
26 Cerro Coso Community College (Kern) (619) 375-5001
27 * Cuesta College (805) 546-3100
28 Bakersfield College (Kern) (805) 395-4011
29 Taft College (West Kern) (805) 763-4282
30 * Allan Hancock College (805) 922-6966
31 * Barstow College (619) 252-2411
32 * Antelope Valley College (805) 943-3241
33 * Victor Valley Community College (619) 245-4271
34 * Santa Barbara City College (805) 965-0581
35 Ventura College (Ventura County) (805) 654-6400
36 Moorpark College (Ventura County) (805) 378-1400
37 Oxnard College (Ventura County) (805) 986-5800
38 * Chaffey College (714) 987-1737
39 San Bernardino Valley College (San Bernardino) (714) 888-6511
40 Crafton Hills College (San Bernardino) (714) 794-2161
41 * Riverside Community College (714) 684-3240
42 * Mt. San Jacinto College (714) 654-8011
43 Desert, College of the (Desert) (619) 346-8041
44 Irvine Valley College (Saddleback) (714) 559-9300
45 SaddlebackCollege (Saddleback) (714) 582-4500
46 * Palo Verde College (619) 922-6168
47 * Mira Costa College (619) 757-2121
48 * Palomar College (619) 744-1150
49 Cuyamaca College (Grossmont-Cuyamaca) (619) 670-1980
50 San Diego Miramar College (San Diego) (619) 693-6800
51 * Imperial Valley College (619) 352-8320
52 * Solano Community College (707) 864-7000
53 * Marin Community College (415) 457-8811
54 Contra Costa College (Contra Costa) (415) 235-7800
55 Los Medanos College (Contra Costa) (415) 439-2181
56 Diablo Valley College (Contra Costa) (415) 685-1230
57 Vista College (Peralta) (415) 841-8431
58 Merritt College (Peralta) (415) 531-4911



59 Laney College (Peralta) (415) 834-5740
60 Alameda, College of (Peralta) (415) 522-7221
61 Chabot College (South County) (415) 786-6600
62 Las Positas College (South County) (415) 373-5800
63 San Francisco Community College Centers (San Francisco) (415) 239-3070
64 San Francisco, City College of (San Francisco) (415) 239-3000
65 Skyline College (San Mateo County) (415) 355-7000
66 San Mateo, College of (San Mateo County) (415) 574-6161
67 Canada College (San Mateo County) (415) 364-1212
68 Ohlone College (Fremont-Newark) (415) 659-6000
69 Foothill College (Foothill-DeAnza) (415) 960-4600
70 Evergreen Valley College (San Jose-Evergreen) (408) 274-7900
71 DeAnza College (Foothill-DeAnza) (408) 996-4760
72 Mission College (West Valley-Mission) (408) 988-2200
73 West Valley College (West Valley-Mission) (408) 867-2200
74 San Jose City College (San Jose-Evergreen) (408) 298-2181
75 * Cabrillo College (408) 479-6100
76 * Gavilan College (408) 847-1400
77 * Hartnell College (408) 755-6700
78 Grossmont College (Grossmont-Cuyamaca) (619) 465-1700
79 San Diego Mesa College (San Diego) (619) 560-2600
80 San Diego City College (San Diego) (619) 230-2400
81 * Southwestern College (619) 421-6700
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84 Los Angeles Pierce College (Los Angeles) (818) 347-0551
85 Los Angeles Valley College (Los Angeles) (818) 781-1200
86 * Glendale Community College (818) 240-1000
87 * Pasadena City College (818) 578-7123
88 * Citrus College (818) 963-0323
89 Los Angeles City College (Los Angeles) (213) 669-4000
90 East Los Angeles College (Los Angeles) (213) 265-8650
91 Los Angeles Trade-Tech. College (Los Angeles) (213) 746-0800
92 * Mt. San Antonio College (714) 594-5611
93 * Santa Monica College (213) 450-5150
94 West Los Angeles College (Los Angeles) (213) 836-7110
95 * Rio Hondo College (213) 692-0921
96 Los Angeles Southwest College (Los Angeles) (213) 777-2225
97 * El Camino College (213) 532-3670
98 * Compton Community College (213) 637-2660
99 * Cerritos College (213) 860-2451
100 Fullerton College (North Orange County) (714) 992-7000
101 Cypress College (North Orange County) (714) 826-2220
102 Los Angeles Harbor College (Los Angeles) (213) 518-1000
103 * Long Beach City College (213) 420-4111
104 * Rancho Santiago College (714) 667-3000
105 Golden West College (Coast) (714) 892-7711
106 Coastline Community College (Coast) (714) 546-7600
107 Orange Coast College (Coast) (714) 432-0202

* Indicates a single college district
( ) Indicates name of district in which college is located

California Community Colleges

1107 Ninth Street
Sacramento, California
95814
(916) 445-8752

ABOUT THE COLLEGE PROFILES

The following pages contain brief profiles that introduce the career services offered by each community college in California. These profiles are arranged in alphabetical order and contain information that has been provided directly by the colleges themselves. Each profile lists information on:

- ***Who to contact*** - Many colleges list more than one contact person. Typically, one will be either a *contract education specialist* or an *Instructional or Economic Dean* and can be most useful in arranging for and setting up the service contract. The other contact listed is usually a specialist in *counseling* and/or *career services* and can be most helpful in clarifying your particular career counseling needs.

- ***Facilities*** - Identifies places on campus where career counseling, assessment, and job placement typically occur.

- ***Satellite campuses*** - Lists campuses other than the main one.

- ***Staff*** - Tells how many counselors are currently on staff at the college.

- ***Career services*** - Lists career services typically provided by the college. These services are further defined in the *Career Counseling and Guidance Services* section on page 9.

- ***Eligibility*** - Tells who is currently eligible for career services.

- ***Assessment Materials*** - Names assessments used by career services staff. For complete definition of assessments, see the *Glossary* on page 127.

- ***Related Services*** - Identifies similar services the college provides.

All colleges offer special programs and services for those who are disabled and economically or educationally disadvantaged.

COLLEGE OF ALAMEDA

555 Atlantic Avenue, Alameda, CA 94501
(510) 522-7221

Contact:

Fred Ittner, Contract Education
(510) 522-7221

Dean of Student Services
(510) 748-2205

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

13 full-time counselors
5 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Classes in resume writing and interviewing.
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Prospective students
Employees of companies that contract for counseling services.

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Self-Directed Search
System of Interactive Guidance and Information (SIGI)
Career Occupational Preference System

Related Services:

Re-entry program
Academic counseling

Career counseling and/or job placement services available for those with limited English proficiency.

ALLAN HANCOCK COLLEGE 800 South College Drive, Santa Maria, CA 93454
(805) 922-6966

Contact: Judy Stevens, Career Technician
(805) 922-6966 ext 3546

Ray Hobson, Contract Education Specialist
(805) 922-6966 ext 3222

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 7 full-time counselors

Career Services:
Career Development classes
Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interviewing.
Information on trends in the labor market
Job development/placement
Small business development
Cooperative Work Experience

Eligibility: Enrolled students
Employees of companies that contract for counseling services.

Assessment Materials:
Strong Interest Inventory
Myers-Briggs Type Indicator
Self-Directed Search
System of Interactive Guidance and Information (SIGI)
EUREKA
Career Occupational Preference System

Related Services: Credit and non-credit classes
Contract education

Career counseling and/or job placement services available for those with limited English proficiency.

AMERICAN RIVER COLLEGE 4700 College Oak Drive Sacramento, CA 95841
(916) 484-8011

Contact:

Patricia O'Brien, Contract Education
(916) 484-8011

Al Ghoston, Dean of Counseling
(916) 484-8375

Kathleen Hanson, Career Center Coordinator
(916) 484-8492

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

30 full-time counselors
12 part-time counselors

Career Services:

Vocational assessment
Vocational planning
Workshops in resume writing and interviewing.
Information on trends in the labor market
Job development/placement
Small business development
Workshops on how to use career development resources in the community

Eligibility:

Enrolled students
Employees of companies that contract for counseling services.
Limited services to the general public

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Self-Directed Search
EUREKA
Discover
Career Assessment Inventory
Career Ability Placement Survey
Please Understand Me
EUREKA Microskills

Related Services:

Credit and non-credit classes
Contract education

Career counseling and/or job placement services available for those with limited English proficiency.

ANTELOPE VALLEY COLLEGE 3041 West Avenue K, Lancaster, CA 93536
(805) 943-3241

Contact: Rae Yoshida, Contract Education
(805) 943-3241

Richard Manley, Career Counselor
(805) 395-4069

Facilities: Career Center
Counseling Center

Staff: 7 full-time counselors
3 part-time counselor

Career Services: Personal counseling
Career assessment
Information on trends in the labor market

Eligibility: Enrolled students
Employees of companies that contract for counseling services
General Public

Assessment Materials: Discover

Related Services: Assessment of reading, writing and math skills
Re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

BAKERSFIELD COLLEGE

1801 Panorama Drive, Bakersfield, CA 93305
(805) 395-4301

Contact:

Tom Vasile, Counselor/Career Center Coordinator
(805) 395-4069

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

10 full-time counselors
1 part-time counselor

Career Services:

Personal Counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interviewing.
Information on trends in the labor market
Job development/placement
Small business development
Cooperative work experience

Eligibility:

Enrolled students
Employees of companies that contract for counseling services.

Assessment Materials:

Myers-Briggs Type Indicator
Strong Interest Inventory
Career Occupational Preference System
Career Assessment Inventory
Career Ability Placement Survey

Related Services:

Academic counseling
Assessment in reading, writing, mathematics

Career counseling and/or job placement services available for those with limited English proficiency.

BARSTOW COLLEGE

2700 Barstow Road, Barstow, CA 92311
(619) 252-2411

Contact:
Shirley Cunningham-Tillman, Coordinator, Vocational/Technical Education
(619) 252-2411, ext. 284

Facilities:
Vocational Assessment Center
Job Placement Center
Counseling Center

Satellite Campuses:
National Training Center, Fort Irwin, CA 92310, (619) 386-1494

Staff:
3 full-time counselors
3 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Workshops on job seeking skills
Information on trends in the labor market
Job development/placement
Small business development
Introduction to Career and Life Planning

Eligibility:
General public
Employees of companies that contract for counseling services

Assessment Materials:
Career Assessment Inventory
Career Occupational Preference System
Armed Services Vocational Aptitude Battery (ASVAB)

Related Services:
Academic counseling
Assessment in reading, writing, mathematics

BUTTE COLLEGE

3536 Butte Campus Drive, Oroville, CA 95969
(916) 895-2511

Contact: Barbara Maxey, Contract Education Coordinator
(916) 895-2340

Facilities:
Career Center
Job Placement Center
Counseling Center

Staff:
14 full-time counselors
6 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Workshops on resume writing and interviewing.
Information on trends in the labor market
Job development/placement
Small business development
Career Planning workshops

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Career Assessment Inventory
Self-Directed Search
Career Occupational Preference System
Myers-Briggs Type Indicator

Related Services: Assessment of reading, writing and math skills

Career counseling and/or job placement services available for those with limited English proficiency.

CABRILLO COLLEGE

6500 Soquel Drive, Aptos, CA 95003
(408) 479-6100

Contact:

Claire Biancalana, Contract Education
(408) 479-6100

Lyn Hood, Coordinator, Career Planning and Placement
(408) 479-6540

Facilities:

Career Center
Job Placement Center
Counseling Center

Satellite Campuses:

Watsonville Center, 18 West Lake Avenue, Watsonville, CA 95076

Staff:

16 full-time counselors
3 - 5 part-time counselors

Career Services:

Vocational assessment
Vocational planning
Workshops in job seeking skills
Information on trends in the labor market
Job development/placement
Small business training program
Individualized career counseling
Career and self-exploration classes
Job seekers support group
Comprehensive career reference library

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

Strong Interest Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
Self-Directed Search

Related Services:

Academic counseling
Testing for learning disabilities
Women's re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

CANADA COLLEGE 4200 Farm Hill Boulevard, Redwood City, CA 94061
(415) 306-3100

Contact: Dr. Carol Bogue-Feinour, Contract Education
(415) 306-3100

Karen Olesen, Career Counselor
(415) 306-3415

Facilities: Career Center
Counseling Center

Staff: 13 full-time counselors
1 part-time counselor

Career Services: Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interviewing.
Information on trends in the labor market

Eligibility: Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials: Strong Interest Inventory
Myers Briggs Type Indicator
Career Assessment Inventory

Related Services: Academic counseling
Assessment in reading, writing, mathematics

Career counseling and/or job placement services available for those with limited English proficiency.

COLLEGE OF THE CANYONS

26455 N. Rockwell Canyon Road, Valencia, CA 91355
(805) 259-7800

Contact:

Dr. Nancy Mattice, Contract Education
(805) 259-7800

Joan Jacobson, Career Counselor
(805) 259-7800

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

4 full-time counselors
6 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training Classes emphasizing job seeking skills
Information on trends in the labor market
Job development/placement
Career search computer programs

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Self-Directed Search
System of Interactive Guidance and Information (SIGI)
EUREKA

Specialized career counseling and/or job placement services available for economically disadvantaged, disabled, educationally disadvantaged.

Related Services: Academic counseling

Career counseling and/or job placement services available for those with limited English proficiency.

CERRITOS COLLEGE

11110 Alondra Boulevard, Norwalk, CA 90650
(310) 860-2451

Contact:

Keith Adams, Contract Education
(310) 860-2451

Pat Cook, Director, Assessment
(310) 860-6126, ext. 411

Facilities:

Career Center
Job Placement Centee
Adult Re-entry Center
Work Evaluation Center

Staff:

1 full-time career counselor
5 part-time career counselors

Career Services:

Personal counseling
Vocational assessment
Vocational/Career planning workshops
Information on trends in the labor market
Workshops in resume writing and interview skills
Job development/placement
Small business development
Computerized Job Track system
Work Evaluation

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Myers-Briggs Type Inventory
EUREKA
Career Occupational Preference System
Self-Directed Search
Career Orientation Placement and Evaluation Survey
Strong Interest Inventory
Differential Aptitudes Test

Related Services:

Assessment in reading, writing, mathematics
Tutors

Career counseling and/or job placement services available for those with limited English proficiency.

CERRO COSO COLLEGE 3000 College Heights Boulevard, Ridgecrest, CA 93555
(619) 375-5001

Contact: Dr. Paul Riley, Contract Education
(619) 375-5001

June Wasserman, Director of Counseling
(619) 375-5001

Facilities: Career/Transfer Center
Job Placement Center
Counseling Center

Satellite Campuses: Northern Outreach, 163 Grandview, Bishop, CA 93514,
(619) 873-7000

Southern Outreach, 6500 ABW/ISE, Edwards Air Force Base,
CA 93523, (805) 258-5307

Kern Valley Outreach, P.O. Box 3204, Lake Isabella, CA 93240

Staff: 5 full-time counselors
4 part-time counselors

Services: Personal counseling
Vocational assessment
Vocational planning
Training classes emphasizing job seeking skills
Information on trends in the labor market
Job development/placement
Small business development

Assessment Materials: Strong Interest Inventory
EUREKA
Discover

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Related Services: Basic skills assessment

CHABOT COLLEGE

5673 Gibraltar Drive, Suite 100, Pleasanton, CA 94588
(510) 460-5340

Contact:

Robert Wood, Associate Dean, Community Education and Services
(510) 460-5340

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

17 full-time counselors
12 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training for job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

A variety of assessments are available depending upon the circumstances

Related Services:

Academic counseling
Assessment in reading, writing, mathematics

CHAFFEY COLLEGE 5885 Haven Avenue, Rancho Cucamonga, CA 91737
(714) 987-1731

Contact: Robert Pile, Center for Economic Development
(714) 987-1731

Elizabeth Stark, PhD, Head Counselor
(714) 941-2125

Facilities: Transfer and Career Center
Job Placement Center
Counseling Center

Staff: 11 full-time counselors
4 - 8 part-time counselors

Career Services: Personal, educational and career counseling
Vocational assessment
Vocational planning
Training classes
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials: Myers-Briggs Type Indicator
Career Occupational Preference System
Career Orientation Placement and Evaluation Survey
Career Ability Placement Survey

Related Services: Assessment in Math, English and English as a Second Language

Career counseling and/or job placement services available for those with limited English proficiency.

CITRUS COLLEGE

1000 West Foothill Boulevard, Glendora, CA 91740
(818) 914-8510

Contact:

Jim Gulli, Contract Education
(818) 914-8510

Jim Shannon, Dean of Counseling
(818) 914-8537

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center

Staff:

1 full-time career counselor
1 part-time career counselor

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interview skills
Information on trends in the labor market
Job development/placement
Career library

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

Strong Interest Inventory
Career Assessment Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
Temperament Values Inventory
Self-Directed Search
System of Interactive Guidance and Information (SIGI)

Related Services: Assessment Orientation Program

Career counseling and/or job placement services available for those with limited English proficiency.

COASTLINE COMMUNITY COLLEGE

11460 Warner Ave., Fountain Valley, CA 92708
(714) 546-7600

Contact:

Ron Berggren, Administrative Dean
Educational Development and Vocational Education
(714) 241-6173

Carol Barnes, Associate Dean of Guidance
(714) 241-6162

Facilities:

Career Center
Counseling Center

Staff:

6 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training for job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Employees of companies that contract for counseling services
General public

Assessment Materials:

Strong Interest Inventory
Career Assessment Inventory
Discover
EUREKA

Related Services:

Academic counseling
Basic skills assessment
Weekend college
Telecourses

Career counseling and/or job placement services available for those with limited English proficiency.

COLUMBIA COLLEGE

P.O. Box 1849, Columbia, CA 95310
(209) 533-5109

Contact:

Raymond Liedlich, Contract Education
(209) 533-5109

Judi Bassi, Career Technician
(209) 533-5271

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

3 full-time counselors
3 part-time counselors

Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Differential Aptitude Test
Self-Directed Search
Myers-Briggs Type Indicator

Related Services:

Academic counseling
Basic skills assessment
Learning skills
Tutoring
Specialized contract instruction

COMPTON COMMUNITY COLLEGE 1111 E. Artesia Blvd., Compton, CA 90221
(310) 637-2660

Contact: Dr. Allan Hoffman, Contract Education
(310) 637-2660

Roberta West, EdD, Director of Vocational Education and Job Placement
(310) 637-2660 ext. 2780

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 10 full-time counselors
2 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills and communications
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials: Career Occupational Preference System

Related Services: Academic counseling
Computer-assisted instruction laboratory for basic skills
Classes in English as a Second Language

Specialized career counseling and/or job placement services available for those with limited English proficiency.

CONTRA COSTA COLLEGE

2600 Mission Bell Drive, San Pablo, CA 94806
(510) 235-7800

Contact:

William Dabney, Contract Education
(510) 235-7800

Wayne Daniels or Lilyan Cole
Career Center Coordinators
(510) 235-7800, ext. 254 or 233

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center

Staff:

10 full-time counselors

Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

General public
Employees of companies that contract for educational services

Assessment Materials:

Strong Interest Inventory
Career Occupational Preference System
Career Ability Placement Survey
Myers-Briggs Type Indicator

Related Services:

Academic counseling
Basic skills assessment
Counseling for transfer students

COSUMNES RIVER COLLEGE 8401 Center Parkway, Sacramento, CA 95823
(916) 688-7300

Contact: Dr. Howard L. Harris, Supervisor, Career Counseling Center
(916) 688-7300

Gert Tipton, Dean of Instruction/Occupational Education
(916) 688- 7329

Facilities: Career Center
Counseling Center
Job Placement Center

Satellite Campuses: Mather Center, Bldg. 2500, Room 237, Mather AFB/CBPO, CA 95655,
(916) 361-2452

Folsom Center, 319 E. Bidwell Street, Folsom, CA 95630, (916) 983-5566

Placerville Center, 106 Placerville Drive, Placerville, CA 94556,
(916) 988-2317

Staff: 8 full-time counselors
10 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training classes in resume writing and interview skills
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services
General public
Faculty and Professional Support Staff

Assessment Materials: Strong Interest Inventory
Myers-Briggs Type Indicator
EUREKA

Related Services: Basic skills assessment
Human Development and Work Experience classes

Specialized career counseling and/or job placement services available for those with limited English proficiency.

CRAFTON HILLS COLLEGE 11711 Sand Canyon Road, Yucaipa, CA 92399
(714) 794-2161

Contact: Dr. Ronald Kibby, Contract Education
(714) 794-2161

Judi Baldwin, Counselor
(714) 794-2161, ext. 291

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 5 full-time counselors
1 part-time counselor

Services: Personal counseling
Vocational assessment
Vocational planning
Training workshops in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility: General public
Employees of companies that contract for counseling services

Assessment Materials: Career Assessment Inventory
Career Occupational Preference System

Related Services: Academic counseling
Study skills and reading development classes
Tutoring

CUESTA COLLEGE Highway 1, P.O. Box 8106, San Luis Obispo, CA 93401-8106
(805) 546-3110

Contact: Edwin M. Pearce, Dean of Instruction, Occupational Education & Special Programs
(805) 546-3121

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 9 full-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training workshops in job seeking skills
Information on trends in the labor market

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: EUREKA
System of Interactive Guidance and Information (SIGI)
Strong Interest Inventory
Myers-Briggs Type Indicator

Related Services: Employability Competency System (ECS)

Career counseling and/or job placement services available for those with limited English proficiency.

CUYAMACA COLLEGE

2950 Jamacha Road, El Cajon, CA 92019
(619) 670-1980

Contact:

Dr. Kay Turman, Dean of Business and Vocational Education
(619) 670-1980

Noelia Vela, PhD, Dean of Student Services
(619) 670-1980 ext. 300

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

6 full-time counselors
6 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training workshops in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled and prospective students
Employees of companies that contract for counseling services

Assessment Materials:

System of Interactive Guidance and Information (SIGI)
Strong Interest Inventory
Myers-Briggs Type Indicator
Career Occupational Preference System
Career Ability Placement Survey
Career Orientation Placement and Evaluation Survey

Related Services:

Academic counseling and basic skills assessment
English as a Second Language assessment
Learning disabilities and speech pathology services

Career counseling and/or job placement services available for those with limited English proficiency.

CYPRESS COLLEGE

9200 Valley View, Cypress, CA 90630
(714) 826-2220

Contact:

Dr. Kay Bruce, Contract Education
(714) 826-2220

Henry D. Tobler, Dean of Vocational/Technical Education
(714) 826-2220 ext. 231

Facilities:

Career Center
Job Placement Center

Staff:

16 full-time counselors
3 part-time counselors

Career Services:

Career counseling
Personal counseling
Vocational assessment
Vocational planning
Training classes for job seeking skills
Information on trends in the labor market
Job development/placement
Small business development
Re-entry program for returning adults

Eligibility:

General public
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
System of Interactive Guidance and Information (SIGI)
Career Guidance Inventory
Career Occupational Preference System
EUREKA Microskills

Related Services:

Academic counseling
Science/Math laboratory
Special programs and services for physically disabled, learning, disabled, single parents, returning adults, and women

DE ANZA COLLEGE

21250 Stevens Creek Boulevard, Cupertino, CA 95014
(408) 864-8552

Contact:

Lorie Prouty, Director, Office of Business, Industry and Government
(408) 864-8302

Marky Olsen, Dean of Counseling
(408) 864-8945

Shirley Kawazoe, Coordinator, Career Planning and Placement Center
(408) 864-8552

Facilities:

Career Center
Job Placement Center
Counseling Center
Transfer Center

Staff:

14 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops for job seeking skills
Information on trends in the labor market
Job development/placement
Career planning courses
Workshops on varied topics

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
System of Interactive Guidance and Information (SIGI)
EUREKA
Self-Directed Search

Related Services:

Academic counseling
Basic skills assessment
Stress management courses

COLLEGE OF THE DESERT 43500 Monterey Avenue, Palm Desert, CA 92260
(619) 346-8041

Contact: Jackie Hall Green, Contract Education
(619) 346-8041

Jayne Cuarenta, Counselor
(619) 773-2524

Facilities: Career Center
Counseling Center

Satellite Campuses: Copper Mountain Campus, P.O. Box 1398, 6162 Rotary Way, Joshua Tree, CA 92252

Eastern Valley Center, 81750 Avenue 52, Indio, CA 92201

Staff: 4 full-time counselors
3 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:
Enrolled students
General public
Employees of companies that contract for counseling services

Assessment Materials:
Self-Directed Search
Strong Interest Inventory
Myers-Briggs Type Indicator

Related Services:
Faculty advising
Tutoring
Training in study skills

Career counseling and/or job placement services available for those with limited English proficiency.

DIABLO VALLEY COLLEGE

Golf Club Road, Pleasant Hill, CA 94523
(510) 685-1230

Contact: Pamela Hawkins, Assistant Dean of Economic Development
(510) 685-1230 ext. 1906

Facilities:
Career Center
Job Placement Center
Counseling Center

Satellite Campuses: Center for Higher Education, 3150 Crow Canyon Place, San Ramon, CA 94583

Staff:
20 full-time counselors
2 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills and communications
Information on trends in the labor market
Job development/placement

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Strong Interest Inventory
Career Assessment Inventory
Self-Directed Search
EUREKA
Myers-Briggs Type Indicator
Differential Aptitude Test
Temperament and Values Inventory

Related Services:
Cooperative Education
Programs for learning or physically disabled
Re-entry programs

Career counseling and/or job placement services available for those with limited English proficiency.

EAST LOS ANGELES COLLEGE 1301 Brooklyn Avenue, Monterey Park, CA 91754
(213) 265-8723

Contact: David Fisher, Dean
(213) 265-8723

Facilities: Job Placement Center
Counseling Center

Staff: 14 full-time counselors

Services: Vocational assessment
Vocational planning
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: EUREKA

EL CAMINO COLLEGE

16007 Crenshaw Boulevard, Torrance, CA 90506
(310) 532-3670

Contact:

Dr. Jesus (Jess) Carreon, Contract Education
(310) 532-3670

Art Irizarry, Dean of Counseling
(310) 715-3442

Facilities:

Career Center
Transfer Center
Counseling Center

Staff:

14 full-time counselors
5 part-time counselors

Career Services:

Academic counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interview skills
Information on trends in the labor market
Orientation

Eligibility:

General public (limited services)
Enrolled students

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Career Occupational Preference System
Career Ability Placement Survey
Career Orientation Placement and Evaluation Survey
EUREKA Micro-Skills

Related Services:

Academic counseling
Basic skills assessment
Re-entry program

EVERGREEN VALLEY COLLEGE 3095 Yerba Buena Road, San Jose, CA 95135
(408) 270-6474

Contact: Anna Woods, Contract Education
(408) 298-2181

Roy O. Lucero, Associate Vice President
Student Services and Counseling
(408) 270-6474

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 9 full-time counselors
5 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Job development/placement
Job search seminars
Career Development laboratory

Eligibility: Employees of companies that contract for counseling services
Enrolled students

Assessment Materials: Strong Interest Inventory

Related Services: Academic counseling
English and Math assessment

Career counseling and/or job placement services available for those with limited English proficiency.

FEATHER RIVER COMMUNITY COLLEGE

P.O. Box 11110, Quincy, CA 95971-6023
(916) 283-0202

Contact:

Dr. Donald Donato, Contract Education
(916) 283-0202

Eileen (Jodi) Beynon, Student Services Specialist
(916) 283-0202 ext. 288

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center

Satellite Campuses:

Mountain People's Learning Center, P.O. Box 688, Greenville, CA 95947, (916) 284-6055

Staff:

3 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills and communications
Information on trends in the labor market
Job development/placement
Computerized career exploration programs

Eligibility:

General public
All students and staff

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Career Occupational Preference System
Career Ability Placement Survey
Career Orientation Placement and Evaluation Survey
Differential Aptitudes Test

Related Services:

Academic counseling
Basic skills assessment
GED testing and preparation
Computer classes

FOOTHILL COLLEGE

12345 El Monte Road, Los Altos Hills, CA 94022
(415) 949-7777

Contact:

Alice Bond-Nelson, Contract Education
(415) 949-7777

Lily Adams, Coordinator, Career Center
(415) 949-7777

Facilities:

Career Center
Counseling Center

Satellite Campuses:

Middlefield Campus, 4000 Middlefield Road, Palo Alto, CA 95947

Staff:

16 full-time counselors

Career Services:

Vocational assessment
Career planning
Training classes in job seeking skills

Eligibility:

Enrolled students and alumni
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Self-Directed Search
Myers-Briggs Type Indicator

Related Services:

Academic counseling

FRESNO CITY COLLEGE

1101 East University Avenue, Fresno, CA 93741
(209) 442-4600

Contact:

Dr. A. Brian Calhoun, Contract Education
(209) 442-4600

Deborah Ikeda, Associate Dean of Students
(209) 442-4600

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center

Staff:

11.5 full-time counselors
2 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Information on trends in the labor market

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
EUREKA
Differential Aptitude Test
Self-Directed Search

Related Services:

Re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

FULLERTON COLLEGE

321 E. Chapman Avenue, Fullerton, CA 92632
(714) 992-7000

Contact:

Ron Krimper, Vice President, Institutional Advancement
(714) 992-7021

Ronald Steinke, Dean of Counseling & Student Development
(714) 992-7539

Facilities:

Career Center
Counseling Center
Professional Development Institute
Workplace Learning Resource Center
Job Placement Center
Economic Development Office

Satellite Campuses:

Anaheim Higher Education Center of Fullerton College, 100 S. Anaheim Blvd., Suite 125, Anaheim, CA 92805, (714) 563-0765

Staff:

18 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
EUREKA
System of Interactive Guidance and Information (SIGI)

Related Services:

Reading skills assessment
Courses in Assertiveness, Self-Esteem, Public Speaking
English as a Second Language courses
Custom contract education courses
General personnel and employee assessment services for companies

GAVILAN COLLEGE

5055 Santa Teresa, Gilroy, CA 95020
(408) 847-1400

Contact:

Ken Cooper, Contract Education
(408) 847-1400

Aileen Parker, Career Information Specialist
(408) 848-4818

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

6 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

EUREKA
Discover

Related Services:

Academic counseling
Educational skills assessment and testing
Re-entry counseling

GLENDALE COMMUNITY COLLEGE

1500 North Verdugo Road, Glendale, CA 91208
(818) 240-1000

Contact:

Ken Patton, Contract Education
(818) 240-1000

Judith Apablaza, Coordinator, Career Center
Diana Seriich, Program Assistant
(818) 240-1000 ext. 245

Facilities:

Career/Vocational Assessment Center
Job Placement Center
Counseling Center

Satellite Campuses:

Adult Community Training Center, 1122 East Garfield, Glendale, CA 91205

Montrose Campus, 2361 Florencita Avenue, Montrose, CA 91020

Staff:

25 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Inventory
Career Occupational Preference System
Self-Directed Search

Related Services:

Academic counseling
Assessment of reading, writing, and mathematics skills

Career counseling and/or job placement services available for those with limited English proficiency.

GOLDEN WEST COLLEGE 15744 Golden West Street, Huntington Beach, CA 92647
(714) 892-7711

Contact: Sheila Brazier, Contract Education
(714) 892-7711

Nancy Kidder, Administrative Dean of Student Services
(714) 895-8125

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 17 full-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Strong Interest Inventory
Discover

Related Services: Single parents program
Educational assessment

Career counseling and/or job placement services available for those with limited English proficiency.

GROSSMONT COLLEGE 8800 Grossmont College Drive, El Cajon, CA 92020
(619) 465-1700

Contact: Shannon O'Dunn, Contract Education
(619) 465-1700, ext. 690

Janice Johnson, Student Development Services Supervisor
(619) 465-1700 ext. 615

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 16 full-time counselors
2 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training classes

Eligibility: General public
Employees of companies that contract for counseling services

Assessment Materials: System of Interactive Guidance and Information (SIGI)
Self-directed Search
EUREKA
Myers-Briggs Type Indicator
Please Understand Me
Strong Interest Inventory
Career Occupational Preference System

Related Services: Academic counseling
Basic skills assessment

Career counseling and/or job placement services available for those with limited English proficiency.

HARTNELL COLLEGE

156 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Contact:

Mike Foudy, Contract Education
(408) 755-6700

Ignacio Pando, Vice President of Student Services
(408) 755-6820

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

10 full-time counselors
2 part-time counselors

Career Services:

Personal counseling
Vocational assessments
Vocational planning
Training classes
Information on trends in the labor market
Job development/placement
Transfer counseling

Eligibility:

General public
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Career Orientation Placement and Evaluation Survey
EUREKA
Career Occupational Preference System

Related Services:

Academic counseling
Basic skills assessment

IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, CA 92251
(619) 352-8320

Contact:

William Rudolph, Contract Education
(619) 352-8320

Jim Grevatt, Career Counselor
(619) 352-8320 ext. 253

Facilities:

Career Center
Counseling Center

Staff:

12 full-time counselors
14 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Career Ability Placement Survey
Career Occupational Preference System
Career Orientation Placement & Evaluation Survey

Related Services:

Academic counseling
Basic skills assessment

Career counseling and/or job placement services available for those with limited English proficiency.

IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92720
(714) 559-9300

Contact:
Nick Kremer, Dean of Economic Development
(714) 559-3217

Facilities:
Career Center
Counseling Center
Job Placement Center

Staff:
8 full-time counselors
2 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Information on trends in the labor market
Job development/placement
Training classes in resume writing and interview skills

Eligibility:
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:
Career Ability Placement Survey
Myers-Briggs Type Indicator
Strong Interest Inventory
Self-Directed Search
EUREKA

Related Services:
Academic counseling
Reading, writing and math assessment

KINGS RIVER COMMUNITY COLLEGE

995 North Reed Avenue, Reedley, CA 93654
(209) 638-3641

Contact:

Jerry Barkley, Contract Education
(209) 638-3641

Christine Johnson, PhD, Dean of Student Services
(209) 638-3641 ext. 217

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

7 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills and communications
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Self-Directed Search
EUREKA

Related Services:

Academic counseling
Basic skills assessment
Re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

LAKE TAHOE COMMUNITY COLLEGE

P.O. Box 14445, South Lake Tahoe, CA 95702
(916) 541-1629

Contact: Bob Sanfilippo, Career Counselor
(916) 541-4660, ext. 231

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 2 full-time counselors
3 part-time counselors

Career Services: Personal counseling
Career assessment
Career planning
Information on trends in the labor market
Career library and software packages

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: EUREKA
System of Interactive Guidance and Information (SIGI)

Related Services: Academic counseling

Career counseling and/or job placement services available for those with limited English proficiency.

LANEY COLLEGE

900 Fallon Street, Oakland, CA 94607
(415) 834-5740

Contact: Jack Mooradian, Office of Occupational Education
(510) 464-3218

Facilities: Counseling Center
Job Placement Center

Staff: 17 full-time counselors
2 part-time counselors

Career Services: Vocational planning
Workshops on resume writing and interview techniques

Eligibility: Enrolled students only

Assessment Materials: Career assessment is not currently offered

Related Services: Academic counseling
Assessment of reading, writing and math skills

LAS POSITAS COLLEGE

3023 College Canyon Road, Livermore, CA 94550
(510) 373-5800

Contact:

Donald Milanece, Contract Education
(510) 373-5800

Lettie Camp, Career/Transfer Counselor Assistant
(510) 373-5800

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

8 full-time counselors
5 part-time counselors

Career Services:

Career counseling
Short-term personal counseling
Vocational assessment
Vocational planning
Job development/placement

Eligibility:

Employees of companies that contract for counseling services
General public, if prospective students

Assessment Materials:

Strong Interest Inventory
EUREKA
System of Interactive Guidance and Information (SIGI)

Related Services:

Academic counseling
Placement examinations in English and mathematics

LASSEN COMMUNITY COLLEGE

P.O. Box 3000, Susanville, CA 96130
(916) 257-6181

Contact:
Lino Collegari, Contract Education
(916) 257-6181

Facilities:
Career Center
Counseling Center

Staff:
5 full-time counselors
1 part-time counselor

Career Services:
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market

Eligibility:
General public
Employees of companies that contract for counseling services

Assessment Materials:
Strong Interest Inventory
Myers-Briggs Type Inventory
Career Occupational Preference Survey
Self-Directed Search
Career Assessment Inventory
Career Aptitude Survey

Related Services:
Academic counseling
Basic skills assessment
Disabled student services

LONG BEACH CITY COLLEGE 4901 East Carson Street, Long Beach, CA 90808
(310) 420-4111

Contact: Lisa Sugimoto, Dean of Student Services and Counseling
(310) 420-4143

Satellite Campuses: Pacific Coast Campus, 1305 East Pacific Coast Highway, Long Beach, CA 90806

Facilities:
Career Center
Counseling Center
Job Placement Center
Transfer Center

Staff:
18 full-time counselors
12 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interview skills
Information on trends in the labor market

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Strong Interest Inventory
Myers-Briggs Type Inventory
Career Assessment Inventory
Career Aptitude Survey
Career Occupational Preference System
Career Orientation Preference and Evaluation Survey

Related Services:
Academic counseling
Basic skills assessment
Women's Center

Career counseling and/or job placement services available for those with limited English proficiency.

LOS ANGELES CITY COLLEGE 855 North Vermont, Los Angeles, CA 90029
(213) 666-4539

Contact: R. Brady, Director of Contract Education
(213) 666-4539

Facilities: Career Center
Counseling Center

Staff: 16 full-time counselors
8 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Resume writing assistance

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Strong Interest Inventory
Myers-Briggs Type Inventory
Career Assessment Inventory

Related Services: Academic counseling
Basic skills assessment

Career counseling and/or job placement services available for those with limited English proficiency.

LOS ANGELES HARBOR COLLEGE 111 Figueroa Place, Wilmington, CA 90744
(310) 522-8200

Contact: Dr. Susan Carlo, Contract Education
(310) 522-8200

Joy P. Fisher, Counseling Division Chairperson
(310) 522-8364

Facilities: Career Center
Counseling Center

Staff: 10 full-time counselors

Career Services: Vocational assessment
Vocational planning
Career planning class

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Strong Interest Inventory
Myers-Briggs Type Inventory
Career Occupational Preference System
EUREKA Micro-Skills Card Sort

Related Services: Academic counseling
Basic skills assessment

Career counseling and/or job placement services available for those who have limited English proficiency.

LOS ANGELES MISSION COLLEGE

1212 San Fernando Road, San Fernando, CA 91340
(818) 364-7600

Contact:

Penny Young, Director, Business and Professional Center
(818) 837-2237

Joanne Kalter-Flink, Director, Career Center
(818) 364-7652

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

6 full-time counselors
3 - 4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

Self-Directed Search
EUREKA

Related Services:

Pre-employment assessment
Assessment of reading, writing and math skills

Career counseling and/or job placement services available for those with limited English proficiency.

LOS ANGELES PIERCE COLLEGE

6201 Winnetka Avenue, Woodland Hills, CA 91371
(818) 347-0551

Contact:

Catherine Cameron, Contract Education
(818) 347-0551

Roger Brown, Counselor
Rudy Dompe, Counselor
(818) 347-0551

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center
Assessment Center

Staff:

18 full-time counselors
6 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Inventory
Career Occupational Preference System
EUREKA Skills and Quest
Career Orientation Preference and Evaluation Survey

Related Services:

Academic counseling
Learning skills program

LOS ANGELES SOUTHWEST COLLEGE

1600 W. Imperial Highway, Los Angeles, CA 90047
(213) 241-5525

Contact:

Dr. Mary Borrell, Contract Education
(213) 241-5525

Augustine Geoghagen, Department Chair, Counseling
(213) 241-5525 ext. 200

Facilities:

Career Center
Counseling Center

Staff:

11 full-time counselors
3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Information on trends in the labor market
Seminars on related topics
Annual job fair

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Edwards Personal Preference Inventory
EUREKA

Related Services:

Academic counseling

Career counseling and/or job placement services available for those with limited English proficiency.

LOS ANGELES TRADE-TECHNICAL COLLEGE

400 W. Washington Boulevard, Los Angeles, CA 90015
(213) 744-9058

Contact:

Ron Parker, Contract Education
(213) 744-9058

Rosemary Royal, Assistant Director
Career Counseling and Equity Center
(213) 744-9492

Facilities:

Career Counseling/Equity Center
Job Placement Center

Staff:

12 full-time counselors

Career Services:

Vocational assessment
Vocational planning
Training classes
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

EUREKA

Related Services:

Academic counseling
Basic skills assessment

Career counseling services available for those with limited English proficiency.

LOS ANGELES VALLEY COLLEGE

5800 Fulton Avenue, Van Nuys, CA 91401
(818) 781-1200

Contact:
Samuel Mayo
Dean, Academic Affairs
(818) 781-1200

Facilities:
Career/Transfer Center
Job Placement Center
Counseling Center

Staff:
11 full-time counselors
2 part-time counselors

Career Services:
Vocational assessment
Vocational planning
Training classes
Information on trends in the labor market
Job development/placement

Eligibility:
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:
Strong Interest Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
EUREKA
Differential Aptitudes Test

Related Services:
"New Horizons Center" for single parents and returning homemakers
Disabled students programs and services
Reading, Math, Writing skills assessment

Career counseling and/or job placement services available for those with limited English proficiency.

LOS MEDANOS COLLEGE 2700 East Leland Road, Pittsburg, CA 94565
(510) 439-2181

Contact: Richard Livingston, Contract Education
(510) 439-2181

Bill Francisco
(510) 439-2181, ext. 124

Facilities: Career Center
Counseling Center
Job Placement Center

Staff: 8 full-time counselors
2 part-time counselors

Career Services: Career Counseling
Personal counseling
Vocational assessment
Vocational planning
Training classes in resume writing and interview skills
Information on trends in the labor market
Job development/placement
Career guidance classes
Small business development

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Strong Interest Inventory
Myers-Briggs Type Inventory
Career Occupational Preference System
Self-Directed Search

Related Services: "Employability Program," special career guidance and job placement for students with physical or learning disabilities

Career counseling and/or job placement services available for those with limited English proficiency.

COLLEGE OF MARIN

835 College Avenue, Kentfield, CA 94904
(415) 475-8811

Contact:

Patricia Hurley, Director, Financial Aid and Career Programs
(415) 485-9409

Chris Schultz, Director, Student Development and Special Programs
(415) 489-9601

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

13 full-time counselors
8 part-time counselors

Career Services:

Personal Counseling
Vocational assessment
Vocational planning
Information on trends in the labor market

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator

MENDOCINO COLLEGE

P.O. Box 3000, Ukiah, CA 95482
(707) 468-3100

Contact:

Susan Bell, Contract Education
(707) 468-3100

Marie Myers, Student Services Specialist
(707) 468-3044 or 3045

Facilities:

Career Center
Job Placement Center

Staff:

1 full-time Student Services Specialist

Career Services:

Career assessment
Information on trends in the labor market
Job development/placement
Small business development
Career planning workshops and seminars
Career Fair

Eligibility:

Enrolled students
General public

Assessment Materials:

Career Occupational Preference System
Career Orientation Preference and Evaluation Survey
Myers-Briggs Type Indicator
Strong Interest Inventory
Self-Directed Search

MERCED COLLEGE

3600 M Street, Merced, CA 95348-2898
(209) 384-6000

Contact:

Harry Gossett, Director, Contract Instructional Programs
(209) 384-6368

John Martinez, Chair, Guidance Services Division
(209) 384-6314

Karol Protzmann
Coordinator, Career/Transfer Center and Job Placement
(209) 384-6244

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center

Staff:

8 full-time counselors
18 part-time counselors
(8 Career Center counselors)

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Individual assistance in resume writing and interview skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
General public (limited availablity)
Employees of companies that contract for counseling services

Assessment Materials:

Myers-Briggs Type Indicator
Strong Interest Inventory

Career counseling and/or job placement services available for those with limited English proficiency.

MERRITT COLLEGE

12500 Campus Drive, Oakland, CA 94619
(510) 531-4911

Contact:

Delores Benton, Contract Education
(510) 531-4911

Sharon O'Connor, Career Counselor
(510) 436-2451

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

11 full-time counselors
5 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Training classes in job seeking skills
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Myers-Briggs Type Indicator
Strong Interest Inventory
EUREKA Quest
Career Occupational Preference System

Related Services:

Academic counseling
Assessment of writing and mathematics skills

MIRACOSTA COLLEGE

One Barnard Drive, Oceanside, CA 92056
(619) 757-2121

Contact:
Karen Thaxton, Assistant Dean, Community & Economic Development
(619) 757-2121, ext. 471

Facilities:
Career Center
Job Placement Center
Counseling Center

Satellite Campuses:
MiraCosta College - San Elijo Campus, 3333 Manchester, Cardiff-by-the-Sea, CA 92007, (619) 944-4449

Staff:
6 full-time counselors
2 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Training classes
Information on job trends in the labor market
Job development/placement
Small business development
Job skills assessment

Eligibility:
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:
Strong Interest Inventory
Career Occupational Preference System
Career Aptitude Survey
Self-Directed Search

Related Services:
Basic skills assessment

MISSION COLLEGE

3000 Mission College Boulevard, Santa Clara, CA 95054
(408) 748-2701

Contact:

Kathy Elliott, Contract Education Specialist
(408) 748-2780

Susan Monohan, Career/Transfer Coordinator
(408) 748-2729

Dan Matarangas, Assistant Dean of Student Development
(408) 748-2720

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

10 full-time counselors
8 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes
Information on job trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Career Aptitude Survey
Career Occupational Preference System
Career Orientation Preference and Evaluation Survey
Myers-Briggs Type Indicator

Related Services:

Basic skills assessment
Tutoring
Language lab
Disabled student services
Drop-in counseling

Career counseling and/or job placement services available for those with limited English proficiency.

MODESTO JUNIOR COLLEGE

435 College Avenue, Modesto, CA 95350
(209) 575-6470

Contact:

George Boodrockas, Contract Education
(209) 575-6470

Juan Alvarez, Assistant Dean of Student Services
(209) 575-6080

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

14 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Career Occupational Preference System
Career Aptitude Survey

Related Services:

Academic counseling
Basic skills assessment
Educational planning sessions

MONTEREY PENINSULA COLLEGE 980 Fremont Boulevard, Monterey, CA 93940
(408) 646-4039

Contact:

Dr. Jack Bessire, Contract Education
(408) 646-4039

Sharon Coniglio, PhD
Dean of Counseling/Admissions and Records
(408) 646-4264

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

7 full-time counselors
3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

General public
Employees of companies that contract for counseling services

Assessment Materials:

EUREKA
Manual questionnaires

Related Services:

Small Business Development Center in regional service with Cabrillo College

Career counseling and/or job placement services available for those with limited English proficiency.

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021
(805) 378-1400

Contact:

Dr. Vicki Bortolussi, Contract Education
(805) 378-1400

Donna Allyn, Career Counselor
(805) 378-1428

Facilities:

Career/Transfer Center
Counseling Center

Staff:

10 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing, interview skills and job seeking strategies
Information on trends in the labor market
Job development/placement
Small business development
Courses in Career Decision-Making, and choosing a college major

Eligibility:

General public
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Values Scale
Career Occupational Preference System

Related Services:

Special services offered for re-entry students
Assessment of reading, writing and math skills
English as a Second Language Learning Center
Short courses offered in computer and business information skills

Career counseling and/or job placement services available for those with limited English proficiency.

MT. SAN ANTONIO COLLEGE 1100 North Grand Avenue, Walnut, CA 91789
(714) 594-5611

Contact: Kay Ragan, Director, Counseling and Matriculation
(714) 594-5611, ext. 5919

Facilities:
Career Center
Job Placement Center
Counseling Center

Staff: 14 full-time counselors

Career Services:
Personal and career counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills and communications
Information on trends in the labor market
Job development/placement
Small business development
Transfer assistance

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Myers-Briggs Type Indicator
Career Occupational Preference System
Career Aptitude Survey
Career Orientation Preference and Evaluation Survey
Self-Directed Search

Related Services:
Academic advisement
Basic skills assessment
Educational planning
Basic skills classes

Career counseling and/or job placement services available for those with limited English proficiency.

MT. SAN JACINTO COLLEGE 1499 North State Street, San Jacinto, CA 92583
(714) 654-8011

Contact: Dr. Michael Tausig, Contract Education
(714) 654-8011

Linda Schlotthauer, Career Services Specialist
(714) 654-8011, ext. 1600

Facilities: Career Center
Counseling Center

Satellite Campuses: Menifee Valley Campus, 28237 La Piedra Road, Menifee, CA 92584
(714) 672-6752

Staff: 7 full-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Career education
Job skills training
Job listings

Eligibility:
General public
Employees of companies that contract for counseling services

Assessment Materials:
Strong Interest Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
Career Aptitude Survey
Career Orientation Preference and Evaluation Survey

Related Services: Personal growth and development resources

NAPA VALLEY COLLEGE

2277 Napa Vallejo Highway, Napa, CA 94558
(707) 253-3000

Contact:

Tom Travis, Dean of Community and Contract Education
(707) 253-3070

Lauralyn Bauer, Coordinator, Career Re-entry Center
(707) 253-3050

Facilities:

Career Re-entry Center
Counseling Center

Satellite Campuses:

Upper Valley Center, St. Helena/Calistoga location, (707) 253-3051

Staff:

9 full-time counselors
3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interview skills
Information on trends in the labor market
Job development/placement program
Career library and computerized career guidance programs

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment ***Materials***:

Strong Interest Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
Career Ability Placement Survey
Self-Directed Search
Career Orientation Preference and Evaluation Survey
EUREKA

Related Services:

Academic counseling
Basic skills and learning disabilities assessment
English as a Second Language assessment

OHLONE COLLEGE

43600 Mission Boulevard, Fremont, CA 94539-0390
(510) 659-6120

Contact:

Dr. Curtis Huska, Contract Education
(510) 659-6120

John Baker, EdD, Director of Counseling
(510) 659-6000

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

11 full-time counselors
3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

EUREKA
Myers-Briggs Type Indicator

Related Services:

Academic counseling
Basic skills assessment

Career counseling and/or job placement services available for those with limited English proficiency.

ORANGE COAST COLLEGE

2701 Fairview Road, P.O. Box 5005, Costa Mesa, CA 92628
(714) 432-0202

Contact:

Karen Klammer
Director, Contract Education, Coast Community College District.
(714) 432-5824 or 5425

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

30 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Computerized career planning laboratory
Career and life planning classes
Career library
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Discover
EUREKA
Self-Directed Search
Career Assessment Inventory
Differential Aptitudes Test

Related Services:

Academic counseling
Basic skills assessment

OXNARD COLLEGE

4000 South Rose Avenue, Oxnard, CA 93033
(805) 986-5852

Contact:

Bill Lawson, PhD, Dean of Economic Development
(805) 986-5823

Stan Bowers, Dean of Counseling
(805) 986-5852

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

6 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational/Job assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Prospective students
Employees of companies that contract for counseling services

Assessment Materials:

System of Interactive Guidance and Information (SIGI)
California Occupational Preference System
Myers-Briggs Type Indicator

Related Services:

Academic counseling
Basic skills assessment

PALOMAR COLLEGE

1140 West Mission Road, San Marcos, CA 92108
(619) 744-1150

Contact:

Bill Flynn, Dean of Community Services
Inder Singh, Dean of Counseling, Guidance & Career Development
(619) 744-1150

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

18 full-time counselors
7 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public, for some services

Assessment Materials:

California Occupational Preference System
Myers-Briggs Type Indicator
Strong Interest Inventory
Self-Directed Search

Related Services:

Basic skills assessment
College catalogue collection

PALO VERDE COLLEGE

811 W. Chawslor Way, Blythe, CA 92225
(619) 922-6168

Contact:

Dr. Wilford Beumel, Contract Education
(619) 922-6168

Howard B. Markle
(619) 922-6168, ext. 220

Facilities:

Counseling Center

Staff:

2 full-time counselors
2 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in career planning
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

EUREKA

PASADENA CITY COLLEGE

1570 E. Colorado Boulevard, Pasadena, CA 91107
(818) 585-7123

Contact:

Ernest Neumann, Associate Dean of Counseling
(818) 585-7069

Dr. Betty Kisbey,
Dean of Economic Development/Vocational Education
(818) 585-7301

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

16 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational/Career planning
Job development/placement

Eligibility:

Enrolled students and alumni
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Self-Directed Search
System of Interactive Guidance and Information (SIGI)

Related Services:

Study Skills classes
Learning Disability services

Career counseling available for those with limited English proficiency.

PORTERVILLE COLLEGE

900 South Main Street, Porterville, CA 93257
(209) 781-3130

Contact:

Dr. Ed Muraski, Dean of Instruction
(209) 781-3130, ext. 313

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

5 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students and alumni
General public
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Career Occupational Preference System
Temperament and Values Inventory

Related Services:

Placement Testing
Learning disability testing
Re-entry program
Program for handicapped students

Career counseling and/or job placement services available for those with limited English proficiency.

RANCHO SANTIAGO COLLEGE 1530 West 17th Street, Santa Ana, CA 92706
(714) 564-6000

Contact: George Osborn, Contract Education
(714) 564-6000

Joyce Earl, PhD, Counselor/Psychologist
(714) 564-6100

Facilities: Career/Life Planning Center
Job Placement Center
Counseling Center

Satellite Campuses: Orange Campus, 8045 East Chapman, Orange, CA 92669,
(714) 564-4000

Staff: 34 full-time counselors
10 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills and communications
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Self-Directed Search
Strong Interest Inventory
Myers-Briggs Type Indicator
Differential Aptitude Test

Related Services: Academic assessment
Transfer center programs
Crisis Intervention Team

COLLEGE OF THE REDWOODS 7351 Tompkins Hill Road, Eureka, CA 95501
(707) 445-6700

Contact: Lea Mills, Contract Education
(707) 445-6788

Maren Rose, Director, Assessment/Career Services
(707) 445-6773

Facilities: Career Center
Job Placement Center
Counseling Center

Satellite Campuses: Del Norte Campus, 883 W. Washington, Crescent City, CA 95531

Mendocino Campus, 1211 Del Mar Drive, Fort Bragg, CA 95437

Staff: 8 full-time counselors
1 part-time counselors

Career Services: Personal counseling
Vocational assessment
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Career Occupational Preference System
Myers-Briggs Type Indicator

Related Services: Academic counseling
Assessment of English and mathematics skills

RIO HONDO COMMUNITY COLLEGE

3600 Workman Mill Road, Whittier, CA 90608
(310) 692-0921

Contact:

Patricia Gallego, Contract Education
(310) 692-0921

Barney Martinez, Dean of Counseling
(310) 692-0921

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

10 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training classes in job seeking skills
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

EUREKA
Career Occupational Preference System

Related Services:

Institute of Business and Industry Development

Career counseling and/or job placement services available for those with limited English proficiency.

RIVERSIDE COMMUNITY COLLEGE

4800 Magnolia Avenue, Riverside, CA 92506
(714) 684-3240

Contact:

Dr. Brenda Davis, Dean of Grants and Contract Education
(714) 684-3240

Jeanie Briesacker, Dean of Counseling
(714) 684-3240, ext. 235 or 512

Facilities:

Career/Transfer Center
Job Placement Center
Counseling Center

Satellite Campuses:

Moreno Valley, 16130 Laselle Street, Moreno Valley, CA 92553, (714) 684-3240, ext. 600

Norco Campus, 2001 Third Street, Norco, CA 91760, (714) 684-3240, ext. 700

Staff:

13 Full-time counselors
9 part-time counselors

Career Services:

Vocational planning
Job development/placement
Job bulletins
Resume writing workshops
Interviewing techniques workshops
Labor market information
Resource materials

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

System of Interactive Guidance and Information (SIGI)
Strong Interest Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
Self-Directed Search

Related Services:

General assessment of reading, writing and math skills

SACRAMENTO CITY COLLEGE 3835 Freeport Boulevard, Sacramento, CA 95822
(916) 449-7111

Contact: Lawrence Hendrick, Contract Education
(916) 449-7111

Dr. Yvette Jackson, Dean of Counseling Services
(916) 558-2204

Facilities: Career Center
Job Placement Center
Counseling Center

Satellite Campuses: Downtown Center, 714 P Street, Sacramento, CA 95814,
(916) 442-2852

Davis Outreach, 116 B Street, Suite B, Davis, CA 95616,
(916) 753-4114

Staff: 20 Full-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interview skills
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled and prospective students
Employees of companies that contract for counseling services

Assessment Materials: EUREKA
Discover
Strong Interest Inventory
Career Orientation Placement and Evaluation Survey
Myers-Briggs Type Indicator
Self-Directed Search
Career Assessment Inventory

Related Services: Re-entry program
Learning Disability Program

Career counseling and/or job placement services available for those with limited English proficiency.

SADDLEBACK COLLEGE 28000 Marguerite Parkway, Mission Viejo, CA 92692
(714) 582-4500

Contact: Dr. Don Busche, Dean of Vocational Education
(714) 582-4573

Jerilyn Chuman, Dean of Counseling Services and Special Programs
(714) 582-4500

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 14 Full-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Resume writing workshops
Interview communication workshops
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:
General public
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:
Career Occupational Preference System
Career Ability Placement Survey
Myers Briggs Type Indicator
Career Assessment Inventory
Strong Interest Inventory
Career Orientation Placement and Evaluation Survey
Self-Directed Search
System of Interactive Guidance and Information (SIGI)

Related Services: Assessment of reading, writing and math skills

Career counseling and/or job placement services available for those with limited English proficiency.

SAN BERNARDINO VALLEY COLLEGE

701 S. Mt. Vernon, San Bernardino, CA 92410
(714) 888-6511

Contact:

June Bostajian, Contract Education
(714) 888-6511

Thurmon Burson
Coordinator, Career Center/ Job Placement/ Cooperative Education
(714) 888-6511, ext. 1174

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

1 Coordinator
1 Cooperative Education Instructor
1 Job Developer

Career Services:

Personal counseling
Vocational assessment
Resume writing workshops
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Career Assessment Inventory

Related Services:

Reading, writing and math assessment

SAN DIEGO CITY COLLEGE

1313 12th Avenue, San Diego, CA 92101
(619) 230-2400

Contact:

Dr. Marchelle Fox, Contract Education
(619) 230-2400

Maria Godwin, Career Counselor
(619) 230-2722

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

17 full-time counselors
25 part-time counselors

Career Services:

Vocational assessment
Vocational planning
Resume writing workshops
Information on trends in the labor market
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Career Occupational Preference System
Strong Interest Inventory
Myers-Briggs Type Indicator

Related Services:

Personal Growth program
Assessment of reading, writing and math skills

SAN DIEGO MESA COLLEGE 7250 Mesa College Drive, San Diego, CA 92111
(619) 627-2538

Contact: Dr. Wilfred Khalil, Contract Education
(619) 627-2604

David Navarro, Chair, Counseling Department
(619) 627-2538

Facilities: Job Placement Center
Counseling Center

Staff: 18 full-time counselors
4 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: Career Occupational Preference System

Related Services: Tutorial services
Single parents/Displaced homemaker program

SAN DIEGO MIRAMAR COLLEGE

10440 Black Mountain Road, San Diego, CA 92126
(619) 536-7800

Contact:

Jim Hilsgen, Contract Education
(619) 536-7800

Barbara Penn, Executive Dean of Student Services
(619) 536-7810

Facilities:

Counseling Center

Staff:

3 full-time counselors
7 part-time counselors

Career Services:

Personal counseling
Information on trends in the labor market

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Career Occupational Preference System
Myers-Briggs Type Indicator

Related Services:

Academic advising

Career counseling and/or job placement services available for those with limited English proficiency.

CITY COLLEGE OF SAN FRANCISCO

50 Phelan Avenue, San Francisco, CA 94112
(415) 239-3000

Contact:

Dr. Lawrence Klein, Contract Education
(415) 239-3000

Alliene M. Lawson, Department Chair
Career Development and Placement Center
(415) 239-3117

Facilities:

(6 campuses, serving 85,000 students)
Career Center
Job Placement Center
Counseling Center

Staff:

49 full-time counselors; 4 full-time career counselors
20 part-time counselors; 4 part-time career counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

General public
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Myers-Briggs Type Indicator
Strong Interest Inventory
Career Occupational Preference System
Self-Directed Search

Related Services:

Culturally sensitive workshops offered for minorities
Some assessment materials available in Spanish and Vietnamese

Career counseling and/or job placement services available for those with limited English proficiency.

SAN JOAQUIN DELTA COLLEGE

5151 Pacific Avenue, Stockton, CA 95207
(209) 474-5151

Contact:

Dr. Anthony Tricoli, Contract Education
(209) 474-5151

Marcella Rodgers-Vierra, Counselor
(209) 474-5668

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

16 full-time counselors
1 part-time counselor

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Information on trends in the labor market
Job development/placement
Courses in Job Seeking Skills, Career Self-Assessment, Career Exploration and Career Information Interviewing

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
Career Occupational Preference System
Self-Directed Search

SAN JOSE CITY COLLEGE

2100 Moorpark Avenue, San Jose, CA 95128
(408) 298-2181

Contact:

Anna Woods, Contract Education
(408) 298-2181

Dr. Alex Reyes, Career Center Coordinator
(408) 298-2181, ext. 3643

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

9.5 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interviewing
Information on trends in the labor market
Job development/placement
Extensive career library

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
Myers-Briggs Type Indicator
EUREKA

Related Services:

Assessment of reading, writing and math skills

Career counseling and/or job placement services available for those with limited English proficiency.

COLLEGE OF SAN MATEO

1700 West Hillside Blvd, San Mateo, CA 94402
(415) 574-6161

Contact:

Sandra Mellor, Dean of Industry Relations
(415) 574-6173

Marcia Mahood, Coordinator of Counseling Services
(415) 574-6589

Facilities:

Career Center
Job Placement Center
Counseling Center
Transfer Center

Staff:

7 full-time counselors
29 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interviewing
Information on trends in the labor market
Job development/placement
Job hunting workshops
Career resource library
Courses in Career and Life Planning

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

Strong Interest Inventory
Career Occupational Preference System
Myers-Briggs Type Indicator
Career Ability Placement Survey
Self-Directed Search
EUREKA
Career Assessment Inventory

Related Services:

Academic counseling
Re-entry orientation
Assessment in Math, English and English as a Second Language

Career counseling and/or job placement services available for those with limited English proficiency.

SANTA BARBARA CITY COLLEGE

721 Cliff Drive, Santa Barbara, CA 93109
(805) 965-0581

Contact:
Robert Ehrmann, Director, Career Center
(805) 965-0581, ext. 2334

Facilities:
Career Center
Job Placement Center
Counseling Center

Staff:
11 full-time counselors
6 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market
Job development/placement
Small business development
Workshops on choosing a major course of study
Published booklet of graduate's resumes for employers
Career information library

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Strong Interest Inventory
Myers-Briggs Type Indicator
Discover
EUREKA Micro-Skills

Related Services:
Specialized basic skills courses readily available
Contract Education

Career counseling and/or job placement services available for those with limited English proficiency.

SANTA MONICA COLLEGE 1900 Pico Boulevard, Santa Monica, CA 90405
(213) 450-5150

Contact: Dr. Adena Williams Loston, Dean of Professional Programs
(310) 452-9206

Facilities:
Career Center
Job Placement Center
Counseling Center

Staff:
17 full-time counselors
16 part-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing and interview skills
Information on trends in the labor market
Job development/placement

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Strong Interest Inventory
California Occupational Preference Survey
Self-Directed Search
EUREKA
Discover
Myers-Briggs Type Indicator

Related Services:
Vocational Education Resource Center
Math Lab
Learning Resource Center
Math and English placement tests

Career counseling and/or job placement services available for those with limited English proficiency.

SANTA ROSA JUNIOR COLLEGE 1501 Mendocino Avenue, Santa Rosa, CA 95401
(707) 527-4011

Contact:
Gary Anderson, Contract Education
(707) 527-4011

Carol Tice, Career Center Coordinator
(707) 527-4448

Facilities:
Career/Transfer Center
Job Placement Center
Counseling Center

Staff:
1 full-time career counselor
1 part-time career counselor

Career Services:
Career and educational counseling
Career Development and Job Search workshop
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market
Job development/placement

Eligibility:
Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:
Strong Interest Inventory
Myers-Briggs Type Indicator
Career Assessment Inventory (Enhanced)
Career Occupational Preference System
Career Ability Placement Survey
Self-Directed Search

Related Services:
Re-entry program
Contract Education
Work experience and internships

Career counseling and/or job placement services available for those with limited English proficiency.

COLLEGE OF THE SEQUOIAS 915 South Mooney Boulevard, Visalia, CA 93277
(209) 730-3700

Contact: David C. Bockman, Dean of Instruction, Applied Sciences
(209) 730-3808

Facilities:
Career Center
Job Placement Center
Counseling Center

Staff:
1 full-time counselor
2 part-time counselors

Career Services:
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market
Job development/placement
Workshops on personality type and values clarification.

Eligibility:
General public
Employees of companies that contract for counseling services
Enrolled students

Assessment Materials:
Strong Interest Inventory
Myers-Briggs Type Indicator
EUREKA
Discover

Related Services: Assessments in reading, writing and math

SHASTA COLLEGE

P.O. Box 496006, Redding, CA 96049
(916) 225-4600

Contact:

Dr. Louise Golcoechea
Associate Dean for Evening and On/Off Programs
(916) 225-4838

Irene Helzer, Career Center Coordinator
(916) 225-4925

Chris DeHart, Employment and Development Service Technician
(916) 225-4738

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

8 full-time counselors
4 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Information on trends in the labor market
Job development/placement

Eligibility:

General public
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Myers-Briggs Type Indicator
Strong Interest Inventory
Self-Directed Search
Career Assessment Inventory

Related Services:

Re-entry program
Tutorials

Career counseling and/or job placement services available for those with limited English proficiency.

SIERRA COLLEGE

5000 Rocklin Road, Rocklin, CA 95677
(916) 624-3333

Contact:

Dr. Paulette Perfumo-Kreiss, Contract Education
(916) 624-3333

Jan Beadle, Administrative Assistant to the Dean of Students
(916) 624-3333

Facilities:

Career Center
Counseling Center

Staff:

12 full-time counselors
8 part-time counselors

Career Services:

Educational counseling
Career assessment
Career planning
Information on trends in the labor market

Eligibility:

General public (fee charged)
Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Myers-Briggs Type Indicator
Strong Interest Inventory
EUREKA
System of Interactive Guidance and Information (SIGI)

Related Services:

Re-entry program
Small business development center located in Auburn

COLLEGE OF THE SISKIYOUS

800 College Avenue, Weed, CA 96094
(916) 938-4461

Contact:

Larry Fenili, Contract Education
(916) 938-4461

Jim Pratt, Assessment/Career Center Technician
(916) 938-5308

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

3 full-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Job development/placement

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

Career Assessment Inventory
Career Occupational Preference System
Career Orientation Placement and Evaluation Survey
EUREKA

Related Services:

Career Assessment course
Academic advising
Math and English skills assessment

SKYLINE COLLEGE

3300 College Drive, San Bruno, CA 94066
(415) 355-7000

Contact:

Nancy Matthews, Business/Industry Coordinator
(415) 738-4394

Jerry Peel
(415) 738-4394/4148

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

9 full-time counselors
3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Training for job seeking skills such as resume writing and interviewing.
Information on trends in the labor market
Job development/placement
Courses in Career and Life Planning

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
General public

Assessment Materials:

Self-Directed Search
Strong Interest Inventory
Myers-Briggs Type Indicator
Discover
EUREKA

Related Services:

Reading, writing and math skill assessment
Women-In-Transition classes and services

Career counseling and/or job placement services available for those with limited English proficiency.

SOLANO COMMUNITY COLLEGE 4000 Suisan Valley Road, Suisun, CA 94585
(707) 864-7000

Contact: Eileen Kennedy-Liang, Associate Dean, Technical and Vocational Education
(707) 864-7000, ext. 155

James Bracy, Assistant Dean, Student Services
(707) 864-7000, ext. 256

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 14 full-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Training for job seeking skills such as resume writing and interviewing.
Information on trends in the labor market
Job development/placement
Small business development

Eligibility: Enrolled students
Employees of companies that contract for counseling services
Pre-enrollment counseling available to the general public

Assessment Materials: Self-Directed Search
Strong Interest Inventory
Temperament Values Inventory
Career Ability Placement Survey

Related Services: Tutorial services
Labs in Reading, Writing, Math and English as a Second Language
Re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

SOUTHWESTERN COLLEGE 900 Otay Lakes Road, Chula Vista, CA 91910
(619) 421-6700

Contact: Mary Wylie, Dean of Economic Development and Customized Training
(619) 421-6700, ext. 6375

Sylvia Felan-Gonzales, Counselor/Career Center Coordinator
(619) 421-6700, ext. 5804

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 15 full-time counselors
4 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market
Job development/placement
Small business development

Eligibility: Enrolled students
Employees of companies that contract for counseling services

Assessment Materials: The college offers a variety of interests, values and personality inventories.

Related Services: Academic counseling
Contract education

Career counseling and/or job placement services available for those with limited English proficiency.

TAFT COLLEGE

29 Emmons Park Drive, Taft, CA 93268
(805) 763-4282

Contact:

Dr. David Cothrun, Contract Education
(805) 763-4282

Karen Kuckreja, Director of Counseling
(805) 763-4282, ext. 257

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

1 full-time counselor
1 part-time counselor

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

EUREKA
Myers-Briggs Type Indicator
Career Occupational Preference System
Career Ability Placement Survey
Career Orientation Placement and Evaluation Survey

Related Services:

Courses offered to enhance basic skills

VENTURA COLLEGE

4667 Telegraph Road, Ventura, CA 93003
(805) 654-6400

Contact:

Dr. Robert Tholl, Contract Education
(805) 654-6400

Rheda Gomberg, Career Resources Specialist II
(805) 654-6489

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

15 full-time counselor
1 part-time counselor

Career Services:

Vocational assessment
Vocational planning
Information on trends in the labor market
Job development/placement
Connected with Job Track
Annual career fair

Eligibility:

Enrolled students
Alumni
Employees of companies that contract for counseling services

Assessment Materials:

Career Occupational Preference System
Strong Interest Inventory

Related Services:

Courses offered to enhance basic skills

Career counseling and/or job placement services available for those with limited English proficiency.

VICTOR VALLEY COMMUNITY COLLEGE

18422 Bear Valley Road, Victorville, CA 92392
(619) 245-4271

Contact:

Nicholas Malisky, Contract Education
(619) 245-4271

Jim R. Pell, Ph.D., Vice President of Student Services
(619) 245-4271

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

9 full-time counselors
2-3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Workshops in resume writing
Information on trends in the labor market
Job development/placement
Small business development

Eligibility:

Enrolled students
Employees of companies that contract for counseling services
Prospective students

Assessment Materials:

Strong Interest Inventory
Career Assessment Interest Inventory
Myers-Briggs Type Indicator
EUREKA
Please Understand Me

Related Services:

Co-operative education

Career counseling and/or job placement services available for those with limited English proficiency.

VISTA COLLEGE

2020 Milvia Street, Berkeley, CA 94704
(510) 841-8431

Contact:

Gary Howard, Contract Education
(510) 841-8431

Jennifer Hughes, Assistant Dean of Student Services
(510) 841-8431, ext. 224

Facilities:

Career Center
Counseling Center

Staff:

5 full-time counselors

Career Services:

Personal counseling
Vocational assessment (in classes only)
Vocational planning
Information on trends in the labor market

Eligibility:

Enrolled students
Employees of companies that contract for counseling services

Assessment Materials:

EUREKA (used in classes only)

Related Services:

Academic counseling
Reading, writing and math assessment
Re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

WEST HILLS COMMUNITY COLLEGE 300 Cherry Lane Coalinga, CA 93210
(209) 935-0801

Contact: Dr. Dan Forth, Contract Education
(209) 935-0801

Susan Walter, Counselor
(209) 935-0801, ext. 244

Facilities: Career/Transfer Center
Job Placement Center
Counseling Center

Satellite Campuses: Kings County Campus/Lemoore, 1200 West Cinnamon Drive, Lemoore, CA 93245, (209) 924-9524

Avenal Center, 328 E. San Joaquin, Avenal, CA 93204, (209) 386-0344

North District Center, 1665 Saipan, Firebaugh, CA 93266,
(209) 659-1473

NASL Training Office, Training Building A, Room 222, NAS Lemoore, CA 93245, (209) 998-7310

Staff: 5 full-time counselors
2 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Workshops on resume writing and interviewing
Information on trends in the labor market
Job development/placement

Eligibility: Enrolled students
Employees of companies that contract for counseling services.

Assessment Materials: Career Occupational Preference System
EUREKA

Related Services: Classes for learning disabled students
Basic skills assessment

Career counseling and/or job placement services available for those with limited English proficiency.

WEST LOS ANGELES COLLEGE 4800 Freshman Drive, Culver City, CA 90230
(310) 287-4356

Contact: Paul Stansbury, Contract Education
(310) 287-4356

Paul Zolner, Director, Career Services
(310) 287-4356

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 9 full-time counselors

Career Services:
Personal counseling
Vocational assessment
Vocational planning
Workshops on resume writing and interviewing.
Information on trends in the labor market
Job development/placement

Eligibility:
Enrolled students
Employees of companies that contract for counseling services.

Assessment Materials:
Strong Interest Inventory
EUREKA
Discover
Myers-Briggs Type Indicator
Career Ability Placement Survey

Related Services:
Courses offered in Personal Development and Career Planning
Skills for Success program
Academic counseling
Assertiveness training
College orientation

Career counseling and/or job placement services available for those with limited English proficiency.

WEST VALLEY COLLEGE 14000 Fruitvale Avenue, Saratoga, CA 95070
(408) 867-2200

Contact: Gary Hubbard, Contract Education
(408) 867-2200

Veronese Anderson, Counseling Coordinator
(408) 867-2200

Facilities: Career Center
Job Placement Center
Counseling Center

Staff: 22 full-time counselors
13 part-time counselors

Career Services: Personal counseling
Vocational assessment
Vocational planning
Workshops on resume writing and interviewing.
Job development/placement

Eligibility: Enrolled students
Prospective students
Employees of companies that contract for counseling services.

Assessment Materials: Strong Interest Inventory
Myers-Briggs Type Indicator

Related Services: Courses in Personal Development
Study Skills workshops

Career counseling and/or job placement services available for those with limited English proficiency.

YUBA COLLEGE

2088 North Beale Road, Marysville, CA 95901
(916) 741-6700

Contact:

Mike Moyers, Contract Education, (916) 741-6700

James Hay, Career Counselor, (916) 741-6814

Sue Mannshardt, Placement Officer, (916) 741-6790

Alice Epler, Career Resource Specialist, (916) 741-6804

Facilities:

Career Center
Job Placement Center
Counseling Center

Staff:

7 full-time counselors
3 part-time counselors

Career Services:

Personal counseling
Vocational assessment
Vocational planning
Extensive career library
Workshops on resume writing and interviewing
Job development/placement
Individual and group career guidance

Eligibility:

Enrolled students
General public may use the career library collection
Employees of companies that contract for counseling services

Assessment Materials:

Strong Interest Inventory
EUREKA
System of Interactive Guidance and Information
Career Assessment Inventory
Myers-Briggs Type Indicator
Self-Directed Search
Career Orientation Placement and Evaluation Survey
Career Ability Placement Survey
Career Occupational Preference System

Related Services:

Re-entry program

Career counseling and/or job placement services available for those with limited English proficiency.

GLOSSARY

Career Ability Placement Survey (CAPS) is a vocational assessment which consists of eight five-minute ability tests in a variety of skill areas.

Career Assessment Inventory (CAI) is a vocational assessment designed to match interests with careers that do not necessarily require a college degree.

Career Orientation Placement and Evaluation Survey (COPES) is a vocational assessment designed to help an individual define values related to work.

Career Occupational Preference System (COPS) is a vocational assessment which compares identified interests with those of others at the client's present educational level as well as with 14 major occupational groupings. *COPS Career Briefs* are an additional set of cards that give detailed information on a variety of occupations.

Discover is a computerized career information system which makes data available on occupations.

EUREKA is a computerized information system that makes data available on over 400 occupations. If the user inquires about a specific job, EUREKA can provide a printout that lists job duties, responsibilities, skills needed, earnings and future outlook in California. It also provides a comprehensive list of schools offering the major needed for the desired occupation.

EUREKA Microskills is an assessment tool which matches identified skills with careers in the EUREKA database.

Myers-Briggs Type Indicator (MBTI) is a widely used measure of personality dispositions and preferences.

Please Understand Me is a computer program based on the MBTI personality variables which suggests occupations that might best match particular personality types.

Re-entry program is designed to provide additional support and services to students re-entering the educational system after being away for a number of years. This commonly applies to displaced homemakers and students over traditional age as well as others.

Self-Directed Search is a short interest inventory that can be scored and interpreted by the client him/herself.

SIGI (System of Interactive Guidance and Information) is a computerized guidance system in which the user provides information regarding his or her skills, interests and values relating to work. SIGI then matches those answers with its job data bank to provide a list of occupations that best match the user's profile.

Strong Interest Inventory is a vocational assessment which suggests occupations related to interests the client identifies on a lengthy survey. Counselor assistance is usually necessary for survey interpretation.

Transfer Center provides guidance and assistance for students wishing to transfer from the community college system into any of the state or private universities or colleges in California.

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